City of Colfax

Wildfire Home Hardening & Defensible Space Program

Contractor Program FAQ

Request for Qualifications — Preferred Contractors
FAQ Document | Updated: October 20, 2026

PROGRAM OVERVIEW

Q: What is the City of Colfax Wildfire Home Hardening & Defensible Space Program?

A: The City of Colfax is administering a FEMA-funded Hazard Mitigation Grant Program (HMGP DR-4619-866-9R) to reduce wildfire risk for residential properties within Colfax city limits. The program funds up to 90% of eligible home hardening and defensible space improvements, with an average grant of approximately $54,000 per home. 4LEAF, Inc. serves as Program Administrator on behalf of the City.

Q: Who administers the contractor program?

A: 4LEAF, Inc. manages all contractor-related activities on behalf of the City of Colfax, including the Certified Contractor List, bid solicitation, scope of work coordination, construction oversight, and compliance monitoring.

Q: What type of work is covered under this program?

A: Work includes home hardening improvements (roofing, vents, windows, doors, siding, decking) and defensible space improvements (vegetation management, Zone 0–2 clearance). Specific scopes are determined through property-specific wildfire vulnerability assessments using FireAside DSI software.

CONTRACTOR QUALIFICATION & ELIGIBILITY

Q: What are the minimum qualifications to be on the Certified Contractor List?

A: Contractors must: (1) Hold a valid and active California contractor's license appropriate to the scope of work; (2) Carry general liability insurance and workers' compensation insurance; (3) Demonstrate relevant experience in home hardening, roofing, siding, defensible space, or related work; (4) Agree to comply with all Program Guidelines, reporting requirements, and inspection protocols; and (5) Acknowledge and commit in writing to prevailing wage requirements.

Q: Is this a prevailing wage project?

A: Yes. This program is designated as a prevailing wage project under California law and federal grant requirements. All contractors and subcontractors must comply with applicable State of California prevailing wage laws, maintain accurate payroll records, and submit certified payroll reports as required. 4LEAF, Inc. retains a Labor Compliance Officer (LCO) to administer and monitor compliance.

Q: Can out-of-area contractors apply?

A: Yes. All qualified, licensed California contractors are eligible to apply, regardless of location. 4LEAF, Inc. conducts proactive outreach to local and regional contractors, including small businesses, Disadvantaged Business Enterprises (DBEs), and Disabled Veteran Business Enterprises (DVBEs).

Q: What licenses are required?

A: Required licenses depend on the scope of work performed. Common license classifications include: B (General Building), C-27 (Landscaping), C-39 (Roofing), C-17 (Glazing), C-29 (Masonry), and C-35 (Lathing and Plastering). Contractors must hold the appropriate license for each trade performed.

RFQ PROCESS & TIMELINE

Q: When was the RFQ issued?

A: The Request for Qualifications was issued on October 20, 2026.

Q: What is the deadline for submitting a response?

A: Responses must be submitted by November 20, 2026. Late submissions will not be accepted.

Q: How do I submit my RFQ response?

A: Submit your completed RFQ package electronically to Matt Walbeck at mwalbeck@4leafinc.com with the subject line: 'Colfax HH Program — Contractor RFQ Response — [Your Company Name]'. Physical submissions may also be delivered to 4LEAF, Inc. Contact Matt Walbeck at (530) 907-9855 for delivery instructions.

Q: What documents are required in the RFQ response?

A: Your response should include: (1) Company name, address, and contact information; (2) Copy of current California contractor's license(s); (3) Certificate of insurance (general liability minimum $1M per occurrence; workers' compensation as required by law); (4) Description of relevant project experience (at least 3 references for comparable work); (5) List of key personnel and their qualifications; (6) Written acknowledgment of prevailing wage requirements; and (7) Any additional information demonstrating capacity and relevant experience.

Q: Will there be a pre-qualification meeting or site tour?

A: No

PROJECT SCOPE & OPERATIONS

Q: How are contractors assigned to projects?

A: Once placed on the Certified Contractor List, contractors are invited to submit competitive bids for individual homeowner scopes of work. The Construction Manager reviews bids and selects contractors based on price, qualifications, availability, and past performance. A tri-party agreement is executed between the City/program administrator, the homeowner, and the selected contractor prior to construction.

Q: How are scopes of work developed?

A: 4LEAF, Inc. assessors conduct a property-specific wildfire vulnerability assessment using FireAside DSI software. The resulting assessment report is used to develop a customized Scope of Work (SOW) for each property. Contractors bid on the SOW as prepared by the program — no scope modifications are permitted without written program approval.

Q: What construction quality standards apply?

A: All work must conform to the California Wildfire Community Hardening Program (CWMP) Minimum Quality Standards (MQS), applicable local building codes, and any additional program specifications. 4LEAF, Inc. conducts pre-construction, mid-construction, and final inspections to verify compliance.

Q: How are contractors paid?

A: Contractors are paid upon successful completion and inspection of approved scopes of work, per the terms of the tri-party agreement and master contractor agreement with the City. Payment terms and milestone structures will be defined in the program's contractor agreement.

FREQUENTLY UPDATED QUESTIONS

Q: Do contractors have to bid on every project?

A: No. Contractors on the Certified Contractor List may choose which individual projects they wish to bid on based on their trade qualifications, availability, and capacity.

Q: After substantial completion, what is the realistic number of days to 4Leaf inspection, City permit final, and an approved invoice?

A: The agreement requires the contractor to request a final walkthrough at substantial completion. Acceptance follows completion of the punch list, permit finals, and closeout submittals. A defective payment application must be returned within 7 days; payment from city is due within 30 days after approval.

Q: Does the City pay within 30 days from City funds and seek reimbursement later, or must the vendor wait until the City receives Cal OES/FEMA reimbursement?

A: The documents state payment is due from city within 30 days after approval of a proper application, the City's obligation is limited to grant funds appropriated and available. They do not clearly state whether the City advances local funds while awaiting reimbursement.

Q: Is any upfront or progress payment available for defensible-space work or Work Orders over $25,000?

A: Progress payments will not be provided. Although the RFQ references a one-time advance payment equal to 25% of contracted materials costs, this provision has been discontinued. All payments will be issued upon final acceptance of the completed work.

Q: Are performance/payment bond costs and any bid guarantee reimbursable line items?

A: Colfax does not require a bid bond, only payment and performance bond. Contractors should include it into their bid as a miscellaneous line item.

Q: What size and frequency of work orders are expected, and when will the first work orders issue?

A: The Program anticipates approximately 100 homes. Work Orders will be issued as site-specific scopes are finalized, and vendors become eligible after executing the Master Services Agreement. The City guarantees no minimum quantity, dollar value, size, frequency, or start date.

— End of FAQ Document —