

# **REQUEST FOR PROPOSALS HOUSING REHABILITATION SERVICES**

## **GENERAL INFORMATION**

Virginia's Region 2000 Local Government Council anticipates receiving Community Development Block Grant planning grant funds from the Virginia Department of Housing and Community Development (VDHCD) to be used to conduct an assessment of housing and infrastructure rehabilitation needs, resulting from the February 2016 tornado outbreak, that will assist low- and moderate-income persons.

## **PURPOSE**

Virginia's Region 2000 Local Government Council desires to procure housing rehabilitation specialist services to assist in planning activities, including the preparation of a CDBG grant application. Work under this contract for these planning services need to be completed by 21 October 2016, and would including the following type of housing rehabilitation specialist services:

1. Attend Project Management Team meetings and other scheduled neighborhood meetings or public hearings, during the course of the planning grant phase.
2. Conduct walk-through inspections of as many as possible of the fifteen (15) housing units in the project area, occupied or otherwise situated, identified by the Project Management Team with the current HUD Section 8 Inspection form to identify violations of the DHCD Housing Quality Standards (HQS). Housing units are defined as owner-occupied single-family housing units, investor-owned single family and multi-family housing units and owner-occupied mobile homes;
3. Must conduct walk-through inspections of *occupied* low- and moderate-income housing units in the project area with the current HUD Section 8 Inspection form to identify violations of the DHCD Housing Quality Standards (HQS) as outlined in Appendix 55 of the 2014 *Grant Management Manual*;
4. Identify repairs needed to bring all substandard houses up to DHCD HQS;
5. Develop preliminary cost estimates of all need repairs, on up to two (2) houses, broken down by major building components costs and by base construction, individual exceptions and demolition costs;
6. Provide biddable work write-ups and itemized cost estimates for two (2) selected houses. Work write-up must comply with DHCD's Housing Quality Standards as outlined in *Grant Management Manual*;
7. Lead in the development of a list of pre-qualified contractors, and;
8. Develop housing rehab summary report spreadsheets in a format to be provided.

The selected Housing Rehabilitation Specialist will also provide services for the construction grant component as well. These activities may include:

1. Prepare master specifications for contractors. Update as appropriate. Provide Virginia's Region 2000 Local Government Council with a copy.

2. Conduct an initial inspection of properties to determine deficiencies, using the VDHCD Housing Quality Standards (HQS) and Pre-Rehabilitation Work Write Up Checklists and documents findings. Meet with the Virginia's Region 2000 Local Government Council Housing Program Administrator to compare the findings of the two preliminary inspections. With the complied inspection findings, complete the work write-up for the stipulated repairs, including any necessary drawings. When necessary, show location(s) of repairs. Prepare a cost estimate for the work write-up showing base amount, itemized exceptions, and demolition.
3. Conduct or arrange for a lead inspection, electrical inspection, chimney inspection, if necessary, and an initial blower door test for dwellings to be rehabilitated. Submit reports with the results to Housing Program Administrator. Incorporate findings into work write-up.
4. Prepare bid documents and submit them to the Housing Program Administrator for review.
5. Conduct mandatory pre-bid conference, including pre-bid walk through of each property, and pre-construction conference with owners and consultants, including a discussion of regulatory information. Informal conversations with perspective bidders will be strictly forbidden.
6. Attend bid opening. Along with the Housing Program Administrator, sign the bid tab which must show the Rehab Specialist's base, exceptions and demolition cost estimates. Review bids for completeness and accuracy. Determine if the bids are within 10% of the cost estimate and within VDHCD's cost limits. If not, make written recommendation of how the Housing Rehab Board should proceed. Make written contract award recommendation, which can be part of the bid tab.
7. Perform inspections at least weekly during construction and at critical times in the construction process (e.g., electrical and plumbing rough-in and at payment request). Submit inspection report with findings. Make note of adherence to Lead Safe Work Practices.
8. Initiate and request change orders. All change orders must be submitted to VDHCD for review and approval after said approval is obtained from the Homeowner, Contractor, and Virginia's Region 2000 Local Government Council.
9. Communicate with homeowners, and Virginia's Region 2000 Local Government Council during construction to interpret contract and resolve informal complaints. Conduct any necessary complaint inspections.
10. Provide LBP Clearance Examination Reports with lab analysis attached. Provide LBP Hazard Reduction Completion Notice.
11. Using the work write-up, prepare a punch-list for the contractor's completion.
12. Conduct or arrange final blower door testing and a post-HQS inspection of each property. Submit reports with the results.
13. Provide for procurement of the services of licensed pest control to inspect for the presence of wood-destroying insects, including a written report.
14. Prepare owner's satisfaction statement for written approval of work and obtain contractor's warranties, lien waivers, etc. prior to final payment. Secure Certification of Final Completion with homeowner's signature.

15. Approve the contractors' requests for payment based upon payment inspection and according to drawdown schedule as outlined in the Housing Program Design. Submit payment inspection report with payment approval.
16. Assist with Home Maintenance Education Program by providing beneficiaries with information about the operation and maintenance of house's mechanics, septic system, and wells. Review any warranties with the homeowners.
17. Assist with compliance reviews, especially housing inspections, as necessary.

All of the above items must be completed in accordance with the regulations outlined in the Virginia Department of Housing and Community Development's *2014 Grant Management Manual* as amended from time to time.

### **TYPE OF CONTRACT**

The contract entered into shall be a fixed-fee contract. Payments to the housing rehabilitation specialist will be made at 50% and 100% completion of each housing unit. However, final payment will not be disbursed until all required documentation has been submitted by the Prime Contractor and the Housing Rehabilitation Specialist.

### **INFORMATION TO BE INCLUDED IN PROPOSAL**

Qualified firms/individuals shall submit the following information in the proposal and statement of qualifications:

1. Background of the individual or firm.
2. Resumes of key personnel who will work on this project.
3. Assigned staff's writing and verbal communication skills.
4. Assigned staff's electronic communication and online document transfer skills.
5. Assigned staff's ability to get along with a wide range of individuals.
6. Assigned staff's knowledge and experience in housing construction and repair.
7. Assigned staff's general knowledge of household plumbing, electrical and heating systems, and the one and two family dwelling code preferred.
8. List of similar projects, particularly CDBG housing rehabilitation projects, completed by the individual or firm within the last five years. Include a reference contact list, including at least the contact name, firm name, address and telephone number, for all projects.
9. List of CDBG or IPR housing rehabilitation projects the firm or individual is currently working on, the number of houses still uncompleted and the anticipated completion date of each project.
10. Copy of DPOR certification/license as a lead risk assessor for all individuals who will serve as a rehab specialist.

### **SELECTION PROCESS**

Virginia's Region 2000 Local Government Council will appoint a Selection Committee to review and evaluate all proposals submitted by firms or individuals responding to the RFP.

The proposals will be evaluated and ranked based on the Selection Criteria outlined below. Virginia's Region 2000 Local Government Council may ask the top ranked firms to attend a presentation/ interview as part of the evaluation process.

At the conclusion of evaluation process the firms will be ranked in priority order. The contract may be offered to the top ranked firm or individual or Virginia's Region 2000 Local Government Council may negotiate a contract with the top-ranked firm or individual. If a contract satisfactory to both parties cannot be negotiated, Virginia's Region 2000 Local Government Council will then enter into negotiations with the next highest ranking firm and so on until an agreement is reached. As stipulated in the federal regulations, the agreement will be executed after Virginia's Region 2000 Local Government Council has signed its CDBG Agreement with VDHCD.

## **SELECTION CRITERIA**

Selection criteria will include:

1. Understanding of the services to be provided.
2. Local government experience of key personnel assigned to this project.
3. Ability of staff to regularly utilize electronic communication and document transfer tools.
4. Familiarity with Virginia CDBG housing rehabilitation procedures and requirements.
5. Familiarity with DHCD Housing Quality Standards.
6. Familiarity with Community Development Block Grant procedures and requirements.
7. The capacity of the Rehab Specialist to perform the work within the time limitation, taking into account the current and planned workload of the firm or individual. This would include assurances that the staff assigned to the project will attend the monthly Housing Rehab Board meetings.
8. Performance on similar projects based upon interviews with County, Town, and City administrators.
9. Proximity to Virginia's Region 2000 Local Government Council.

## **EQUAL OPPORTUNITY EMPLOYER**

Minority- and/or female-owned businesses and Local (Section 3) County businesses are encouraged to apply. Virginia's Region 2000 Local Government Council is an Equal Opportunity Employer. All responding businesses or individuals shall comply with Executive Order 11246.

## **INCURRING COSTS**

Virginia's Region 2000 Local Government Council is not liable for any cost incurred by contractors prior to issuance of a contract.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing this quotation, the bidder certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

## **SUBMITTAL OF PROPOSALS**

Respondents should submit three copies of their proposal to:

Matt Perkins, Administrative Program Coordinator  
Virginia's Region 2000 Local Government Council  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
Office 434-845-3491  
Fax 434-845-3493  
mperkins@region2000.org  
Virginia Relay 711

Deadline for submittal of proposals is on or before 2:00 p.m. on Thursday 29 September 2016 in order to be considered.