

**REQUEST FOR PROPOSALS #2017-06  
HOUSING REHABILITATION TECHNICAL ASSISTANCE  
COUNTY OF SUSSEX**

**A. PROJECT DESCRIPTION:**

Pursuant to 24 CFR Part 85 and the Virginia Public Procurement Act, the County of Sussex is soliciting proposals from firms or individuals desiring to provide housing rehabilitation technical services for Pocahontas Neighborhood Improvement Project and the Urgent Needs (Tornado Recover) Project. Both projects are funded by the Virginia Department of Housing & Community Development (VDHCD) through a Community Development Block Grant (CDBG), as well as local funds and supplemental rehab money.

**B. SCOPE OF SERVICES**

Technical assistance to be provided would consist of those services as may be required in the rehabilitation of approximately 60 residential units during a 36-month period, including property inspections and work write-ups with cost estimates and construction management. The projects will be phased. All participating housing units must be assessed using HUD Section 8 Housing Quality Standards (HQS) and VDHCD's Minimum Dwelling Standards. During project implementation, the Rehabilitation Specialist will be required to attend and participate in project Management Team meetings and Housing Advisory Board meetings.

Professional assistance to be provided by the selected firm or individual would consist of services required to effectively implement the rehabilitation work on behalf of the County, including the following:

1. Conduct pre- and post- construction blower door testing;
2. Perform initial HQS inspections and resident interviews;
3. Perform lead-based paint risk assessments and final clearance testing;
4. Procure pest control inspection services by a licensed exterminator;
5. Prepare project specifications and drawings;
6. Prepare final project cost estimates;
7. Prepare master specifications for contractors and County's files;
8. Prepare bid documents;
9. Assist in soliciting qualified contractors;

10. Assist in pre-qualifying contractors;
11. Moderate the bidding process including the pre-bid conference, bid opening, and recommendation of contract award;
12. Accept and review bids for completeness and accuracy. Determine if the bids are within 10% of the cost estimate and within VDHCD's and the County's cost limitations. If not, recommend how the County should proceed. Ensure that the winning contractor has had "Lead-Safe Work Practices" training;
13. Moderate the construction process including the pre-construction conference, regular inspections including one progress inspection (50%), a final inspection, payment authorizations, development of a punch list, and submittal of the certification of final completion;
14. Initiate any required change orders;
15. Assist with resolution of disputes and complaints;
16. Participate in monthly Management Team meetings and Housing Advisory Board meetings.

### **C. CONTENTS OF REQUEST FOR PROPOSALS**

All respondents should submit a written Statement of Qualifications (SOQ) to include information directly related to each of the selection criteria outlined in Section D herein. All information should be stated succinctly. PROPOSALS should not include estimates of costs or man-hours to perform the desired services.

At a minimum, proposals should include the following information:

1. Recent experience with similar type projects, particularly those financially assisted through the CDBG program. Submit a brief description of the scope of similar projects, the name of the contact person, and the person's address and telephone number.
2. Resumes of persons who will perform the work.
3. Familiarity with Sussex or similar communities.

### **D. SELECTION PROCESS/CRITERIA**

Proposals will be reviewed by the Director of Community Development and an appointed selection committee based on the following selection criteria:

- Experience and qualifications of assigned personnel.

- Familiarity with Virginia CDBG requirements, including lead-based paint risk assessments.
- Familiarity with housing rehabilitation in similar communities and types of problems to be solved.
- Familiarity and ability to work with local housing rehabilitation contractors.
- Staff capability to timely execute inspections and work write-ups.
- Performance on similar projects based upon interviews with other local government administrators.

The firm/individual which best meets the criteria will be contacted for an interview and negotiation of scope of services and fees. The interview requirement may be waived at the selection committee's discretion. If a mutually agreed-upon contract is not reached, negotiations will begin with the next most qualified firm. The contract will be a fixed-fee contract for specified work tasks. Payments to the contractor will be based on costs incurred and work tasks completed. Each responding firm will be notified of final selection.

The County of Sussex is an Equal Opportunity Employer. Proposals from minority, female-owned, and local firms/individuals are invited. All responding firms/individuals shall comply with Executive Order 11246.

#### **E. INCURRING COSTS**

The County of Sussex is not liable for any cost incurred by contractors prior to issuance of a contract.

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

By signing its PROPOSAL, the offeror 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 the employment of illegal aliens.

#### **G. SUBMISSION**

Five (5) copies of the PROPOSAL shall be submitted on or before 2:00 P.M. Thursday, November 30, 2017 to Mrs. Shilton R. Butts , Assistant to the County Administrator, 20135 Princeton Road, Sussex VA 23884. Proposals may also be mailed to Sussex County Administration, Attention Mrs. Shilton R. Butts, P.O. Box 1397, Sussex, VA 23884. PROPOSALS should be clearly marked "**PROPOSAL for Housing Rehabilitation Technical Services.**" Proposals by telephone, electronic mail or facsimile will not be accepted. PROPOSALS received after the above-referenced time and date will not be considered. Questions may be directed to Mrs. Butts at (434) 246-1000.

## HOUSING REHABILITATION TECHNICAL ASSISTANCE FIRMS

For each of the five criteria below, assign a value from 0 to 10 for each firm or individual responding to the RFP whose response was judged to be responsive. Then add the values for each column and enter the total at the bottom of each column. Show the ranking at the bottom of the page with the highest-scoring respondent receiving a “1” in the “rank” column.

<u>Criteria</u>	<u>Qualifying Respondents to RFP</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1. Experience and qualifications of assigned personnel	—	—	—	—	—
2. Familiarity with Virginia CDBG requirements	—	—	—	—	—
3. Familiarity with housing rehabilitation and types of problems to be solved	—	—	—	—	—
4. Staff capability to timely execute work write-ups	—	—	—	—	—
5. Performance on similar projects	—	—	—	—	—
TOTALS	—	—	—	—	—

<u>Qualifying Respondents</u>	<u>Rank</u>
A.	—
B.	—
C.	—
D.	—
E.	—