

REQUEST FOR PROPOSALS

HOMEBUYER PROGRAM CODE STANDARDS AND/OR HOUSING QUALITY STANDARDS INSPECTIONS

**CITY OF SCRANTON
OFFICE OF ECONOMIC AND COMMUNITY
DEVELOPMENT**

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**REQUEST FOR PROPOSALS
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INTRODUCTION

The City of Scranton, Office of Economic and Community Development (OECD) is a local agency that, among many other missions, provides affordable housing and related services to the low and moderate-income citizens of Scranton, Pennsylvania. OECD manages the HOME housing Homebuyer Program that provides federal housing assistance to homebuyers.

As part of the HOME housing assistance, the OECD is required to inspect all homebuyer program houses prior to occupancy by the homebuyer as to compliance with HUD's Housing Quality Standards, and other related standards (code and lead based paint) to show that housing units are decent, safe and sanitary.

The OECD is requesting proposals from qualified consultants to provide the required inspections for the Homebuyer Program, and to provide clean, concise and meaningful reporting related to the deficiencies identified during the inspection.

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RFP INSTRUCTIONS

The RFP is being issued, as well as any addendum by the OECD. The contact person for the OECD RFP is:

Liza Skelton
Director of Housing
City of Scranton-OECD
538 Spruce Street, Suite 812
Scranton, PA 18503
570/348-4216

The deadline for Submissions in response to the Request for Proposal is no later than **10:00 a.m. on Tuesday, September 29, 2009**. Late submittals will not be accepted.

If you have any questions regarding this proposal, they must be submitted in writing to Liza Skelton, at the OECD office. Responses to all proposals must be submitted with one signed original and two copies. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:

- Identification of the company or individuals including name, address, telephone number, fax number, and email address;
- Insurances, certification of individuals (code and lead);
- Name, title, address and telephone number of contact person during the period of the evaluation process.

Proposals shall be submitted by mail to City Controller, Municipal Building, 340 North Washington Avenue, Scranton, PA 18503.

The envelope must be sealed and include the following notation on the front, **“REQUEST FOR PROPOSAL FOR HOMEBUYER PROGRAM PROPERTY STANDARDS AND HOUSING QUALITY STANDARDS INSPECTION SERVICES”**.

Please include company name on the outside of the envelope. The proposals will be evaluated based on the criteria established in this document. Late proposals will not be opened. The OECD reserves the right to reject any and all proposals and to waive any informalities whenever such rejection or waiver is deemed to be in the best interest of the OECD.

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RFP QUESTIONS FOR PROVIDERS

Organization and Personnel Background

Provide an overview of your company, emphasizing its qualifications and major organization strengths.

EXPERIENCE

Discuss your experience, in serving as a provider of Homebuyer Program property standards and housing quality standards inspection services.

Miscellaneous Discussion Questions

Identify the specific individuals who would be assigned to work with the OECD and specify which person would be the primary contact person with OECD.

Provide an estimate of the time that will be required to begin inspection services as outlined in Exhibit A.

Price

Please provide fees required for the various types of inspection services needed:

- Initial
- Return Inspection

Affirmative Action

OECD requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

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CONTRACTOR QUALIFICATIONS

Proposals shall be considered from responsible organizations or individuals engaged in the performance of HUD HOME PROGRAM PROPERTY (CODE AND LEAD BASED PAINT) AND HOUSING QUALITY STANDARDS (HQS) INSPECTION SERVICES. Proposals must include information on competency in performing comparable Inspection services. The proposer shall furnish detailed background and experience with projects of a similar type and scope to include as a minimum:

- Brief history of the company;
- A listing of references where similar services were performed. The responder shall include the name of the organization, contact person, address, email and telephone number
- Responder shall describe their understanding of the HUD HOME PROGRAM and scope of work.

Inspection Standards

Inspections must comply with the HUD Housing Standards regulations at 24 CFR 982.401, lead based paint regulations at 24 CFR Part 35, Subparts A, B, M and R, HUD Program Guidebook 7420.10G (HQS Chapter 10), Housing Inspection Manual: Section 8 Existing Housing Program HUD 605-H, and the Inspection Checklist (HUD-52580).

Minimum Requirements:

- Certification to perform visual lead based paint evaluations. Copy of certification to accompany proposal.
- Certification of all five (5) Pennsylvania Department of Labor and Industry Residential inspector certification. Proof of certification must accompany proposal.
- Maintain \$1,000,000.00 Professional liability insurance (including errors and omissions) which includes lead-pollution coverage. Submit certificate of liability insurance along with proposal.
- Maintain workers compensation insurance. Submit a copy of certificate along with proposal.

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SELECTION CRITERIA

The firm determined by the OECD to be the most qualified in terms of actual demonstrable experience, knowledge, and perceived benefit to the OECD's objectives will be selected.

Evaluation Criteria

Proposals will be evaluated to determine the extent to which the firm meets the needs of the OECD. Evaluation will include a review of proposal, or other methods sufficient to make a decision in the best interest of the OECD.

The following point values will be used for evaluation purposes:

- *Experience of the Responder:* Demonstrated experience of the respondent's company, including specific professionals and employees. Included in this listing shall be information demonstrating the respondent's experience in conducting HUD HOME PROGRAM PROPERTY (CODE) AND HQS inspections.
- *Qualifications*
- *Quality of Technical Proposal:* Thoroughness of actual submission and methodology
- *Cost of Services:* The fees identified for services as outlined in this RFP.

RFP Conditions

Clarification to Proposals

OECD reserves the right to obtain clarification of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response.

Cancellation of the RFP

OECD reserves the right to cancel the RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the OECD. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

Contacts

All questions concerning the RFP shall be directed to Liza Skelton, Director of Housing, City of Scranton, OECD 570/348-4216.

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INSURANCE REQUIREMENTS

Certificate of Liability Insurance, minimum policy coverage of \$1,000,000.00 with the OECD named as an additional insured on the policy.

The limits of liability for the insurance required under this contract shall not be less than as follows:

Workman's Compensation Employer's Liability	\$1,000,000.00
Contractor's Liability Insurance General Aggregate	\$1,000,000.00

Contract Conditions

Contract Terms and Final Selection

The selected firm will be expected to sign the OECD Contractual Agreement, which will specify the terms of service. If the selected application and the OECD cannot come to terms with respect to the contract, the OECD reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to the OECD.

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Exhibit A

Inspection Services
Scope of Work

Schedule of Inspections

The consultant will be responsible for the scheduling all inspections in accordance with industry best practices and standard operating procedures. The firm selected will be responsible for telephone, vehicle, insurance and other costs associated with inspection services.

Inspections

Conduct inspections in accordance with HUD Housing Quality Standards as found in 24 CFR 982.401, lead based paint regulations found in 24 CFR Part 35, other HUD documents listed below, and the OECD-HUD FUNDED HOMEBUYER PROGRAM.

All units must be inspected in accordance with HUD's Housing Quality Standards (24 CFR 982.401), lead based paint regulation (24 CFR Part 35, Parts A, B, M, and R), HUD's Housing Program Guidebook, 7420.10G, the Housing Inspection Manual: Section 8 Existing Housing Program, and the HUD inspection Checklist.

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Exhibit B

Proposal Form

Proposal: CITY OF SCRANTON, PENNSYLVANIA OECD HUD FUNDED HOMEBUYER PROGRAM PROPERTY STANDARDS/CODE AND HOUSING QUALITY STANDARDS (HQS) INSPECTION SERVICES.

Vendor Name: _____

To: OECD

1. The undersigned, having familiarized themselves with all conditions affecting the cost of work, and with the specifications, hereby propose to furnish all labor, materials, equipment and services required to provide such services described in the scope of work in accordance therewith, for the sum of:

Initial Inspections \$ _____ per inspection

Follow-up Inspections to verify compliance and completion of required work.

\$ _____ per follow-up inspection.

2. In submitting this proposal it is understood that the right is reserved by the OECD to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, or faxed to the undersigned within 30 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within 10 days after the contract is presented for signature.

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Date: _____

Company Name: _____

By: _____

Title: _____

Telephone Number: _____

Email: _____

Address: _____

ATTACHMENTS OF CERTIFICATIONS, AND INSURANCES INCLUDED WITH THIS PROPOSAL? (CHECK ONE)

YES _____

NO _____