



City of Scranton  
Office of Economic and Community Development  
Municipal Building  
340 North Washington Avenue  
Scranton, Pennsylvania 18503  
Phone: 570/348-4216  
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## REQUEST FOR QUALIFICATIONS

**Homebuyer Program  
And  
Housing Rehabilitation Program  
PROPERTY CODE INSPECTION**



**REQUEST FOR QUALIFICATIONS  
CITY OF SCRANTON  
HOMEBUYER PROGRAM  
HOUSING REHABILITATION PROGRAM  
“RESIDENTAL PROPERTY CODE INSPECTIONS”**

**Introduction**

**Please read carefully. If you have any questions please do not hesitate to contact the Office of Economic and Community Development at 570/348-4216.**

The City of Scranton through the Office of Economic and Community Development (OECD), among many other missions, provides affordable housing and related services to low and moderate income citizens of Scranton Pennsylvania. The Office of Economic and Community Development administers federal housing programs through the U. S. Department of Housing and Urban Development through the HOME Investment Partnership Program and Community Development Block Grant Program (CDBG).

This “Request for Qualifications” is for both Scranton’s Homebuyer Program and Housing Rehabilitation Program that includes Lead Based Paint and ADA compliance that provides federal housing assistance to homebuyers purchasing a home and property owners need of rehabilitation of their principal residence within the City of Scranton.

**Homebuyer Program**

Scranton’s Office of Economic and Community Development is required to inspect all structures prior to occupancy by the prospective homebuyer as to comply with Scranton’s Housing Codes and other related property standards (code and lead based paint) to confirm that the housing units are decent, safe, and sanitary.

Scranton’s Office of Economic and Community Development is requesting qualifications from qualified housing inspection consultants to provide the required inspections for Scranton’s Homebuyer Program and to provide clear, concise and meaningful reporting related to the deficiencies identified during the inspection.

Please note, if any home that is inspected does not meet code; repairs must be made prior to closing on the home at the expense to be determined by the property owner or prospective buyer.

**Housing Rehabilitation Program**

Scranton’s Office of Economic and Community Development (OECD) staff will be implementing the Housing Rehabilitation Program. For several years this program was administered by a Sub-Recipient.

## **Request for Qualifications Instructions**

The Request for Qualifications is being issued, as well as any addendum by the Scranton's Office of Economic and Community Development (OECD). If you have any questions please contact and/or send them via email to:

Linda B. Aebli  
Executive Director  
Scranton's Office of Economic and Community Development  
340 North Washington Avenue  
Municipal Building  
Scranton, PA 18503  
[Laebli@scrantonpa.gov](mailto:Laebli@scrantonpa.gov)  
Phone: 570/348-4216

**Request for Qualifications must be submitted and stamped in by the City Controller's Office, 2nd floor, City Hall, 340 N. Washington Avenue, Scranton, PA 18503 no later than 1:55 p.m. on Wednesday, March 1, 2017. The Request for Qualifications will be opened by the City Controller on Wednesday, March 1, 2017 at 2:00 p.m. Late submittals will not be accepted. The envelope must be sealed and include the following notation on the envelope, "Request for Qualifications for Residential Property Code Inspections" and include company name on outside of envelope.**

The proposals will be evaluated based on the criteria established in this Request for Qualifications. The City of Scranton ("City") reserves the right to reject any or all proposals or any part of any proposal in connection with the project. Proposals shall be submitted in compliance with Section 603 of the Administrative Code for the City of Scranton.

All Requests for Qualifications must submit one signed original and one copy. 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:

1. A profile of the company stating the Principals/Officers and Directors, including stockholders. Company's address, phone number, FAX number, email address and Telephone for the Deaf number if available. Does anyone on staff speak Spanish? Include resumes of key personnel.
2. The specialized experience and technical competence of the firm or persons with respect to working on federally funded rehabilitation and/or homebuyer programs and/or other publicly funded housing rehab projects.
3. Indicate if your firm has certifications to perform visual lead based paint evaluations.

5. Minimum of 2 years experience in building and construction trades. Construction supervisory positions, trades instructor, time served as city code inspector or rehabilitation inspector all count towards real experience.
6. Registered and certified with the Commonwealth of Pennsylvania's Department of Labor and Industry as follows: Residential Building Inspector/ Residential Electrical Inspector/ Residential Mechanical Inspector/ Residential Plumbing Inspector/ Residential Energy Inspector.
7. Must have a proven track record and experience with residential housing projects:
  - a. Residential home inspections
  - b. ADA compliance reporting and design
  - c. HUD guidelines for home renovations
  - d. Project cost estimating
8. Past record of performance of the firm or person with respect to accessibility to clients, ability to meet schedules; communication and coordination skills.
9. Identify the specific individuals who would be assigned to work with Scranton's Office of Economic and Community Development (OECD) and specify which person would be the primary contact person with Scranton's Office of Economic and Community Development (OECD).
10. Copies of all City, County, and State licenses.
11. The firm or person's proximity to and familiarity with the Scranton area.
12. The capability of carrying out all aspects of required activities, including any experience with preparing contract documents, drawings, and specifications.
13. References from previous clients and related work required. Provide name, company, address, telephone number and email address (if available).
14. Proof of General liability Insurance and Workers Compensation policies required.
  - a. Maintain \$1,000,000.00 of coverage per person for Commercial General Liability and Professional liability insurance (including errors and omissions) which includes lead/pollution coverage. Submit certificates of Insurance for all coverage liability insurance and Workman's Compensation / Employer's Liability coverage along with the proposal.
15. Activities that will be required under these services per housing unit are;

Meet with Scranton's Office of Economic and Community Development (OECD) management to gain an understanding of project goals and objectives.

Following the approval of applicant's income by OECD staff, the inspection service will conduct home inspections to examine and evaluate existing to bring up to code:

- Mechanical, electrical and plumbing systems
- Building enclosure (roof, windows, doors & walls)
- Structural systems and foundations

Ascertain degree of existing handicapped accessibility (to front door and within building), if applicable

Provide written report with findings of the Architectural and Engineering Comprehensive Evaluation of the site and building.

*The contract will be for a two (2) period or until the final home within that period is completed. The amount of homebuyers and rehabilitation cannot be determined at this time. However, from past performance there will be approximately ten (10) prospective homebuyers and ten (10) homes to be rehabilitated.*

### **Homebuyer Program**

- a. Preliminary inspection of the property that includes a housing inspection check list.
- b. Preparing the inspection report identifying items that must be repaired prior to prospective homeowner closing on the property and/or report identifying the home passed inspection
- c. Re-inspection of Property after repairs completed based upon your inspection report, if necessary.
- d. Providing assistance with all disputes between property owner, realtors, prospective homeowner or any other party that may be involved with the transaction to support your home inspection.

### **Housing Rehabilitation Program**

- a. Preliminary inspection of the property that includes a housing inspection check list.
- b. Preparing the work-write up inspection report identifying items that must be repaired.
- c. Provide a cost estimate for rehabilitation

- d. Work with OECD staff to schedule a walk-thru of the property with homeowner and prospective contractors that the homeowner has selected to bid on the rehabilitation.
- e. Conduct on site monitoring inspections while work is in progress (Number of site visits will depend on size of project).
- f. Sign and approve progress payments
- g. Generate punch list
- h. Sign and approve final payment at the completion of the project
- i. Provide assistance with all disputes between contractor and property owner or any other party that may be involved with the transaction to support the home inspection.

### **Scheduling of Inspections**

The consultant will be responsible for 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.

### **Inspection Standards**

Inspections must comply with the U. S. Department of Housing and Urban Development (HUD) Housing Standards; Lead Based Paint Regulations at 24 CFR Part 35, Subpart A, B, M and R; Section 8 Existing Housing Program HUD 605-H, and the Inspection Checklist (HUD-52580) and all applicable City of Scranton Building and Construction Codes.

### **Selection Process**

All Qualification Statements will be reviewed and evaluated by the Scranton's Office of Economic and Community Development for overall completeness and adherence to submission requirements. Additional information/clarifications may be requested from certain firms during the review process. Upon completion of the qualifications based on evaluation, the City will initiate negotiations with the most highly qualified firm to arrive at a fair and reasonable compensation for the services which considers the scope, complexity, professional nature, and estimated value of the services to be rendered. If the City and most highly qualified firm are unable to negotiate a fair and reasonable contract, Scranton's Office of Economic and Community Development City may formally terminate negotiations and undertake negotiations with the next most qualified firm, continuing the process until an agreement is reached. The inspection service will be required to execute a binding contract with Scranton's Office of Economic and Community Development.

### **Affirmative Action**

Scranton's Office of Economic and Community Development requires that each company submitting a proposal be an Equal Opportunity Employer and must each certify in writing that the company complies fully with all government regulations regarding non-discriminatory employment practices.

All applicants must abide by the provision under the HOME Investment Partnership Program 24 CFR 92.356 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract.

Revised.RFQ.FTHB.REHAB2014

**REQUEST FOR QUALIFICATIONS  
CITY OF SCRANTON  
HOMEBUYER PROGRAM  
HOUSING REHABILITATION PROGRAM  
“RESIDENTAL PROPERTY CODE INSPECTIONS”**

Name of Company \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ FAX \_\_\_\_\_ TDD \_\_\_\_\_

Company does not have a Telephone of the Deaf \_\_\_\_\_ (check here)

Does anyone on your staff speak a language fluently other than English? YES \_\_\_\_\_ NO \_\_\_\_\_  
(Answering no to this question will not disqualify your submittal)

**HOMEBUYER PROGRAM** (Cost is based on each individual structure)

1. Cost for the preliminary inspection of the property that includes a housing inspection check list (not to exceed a 2 unit structure). Preparing the inspection report identifying items that must be repaired prior to prospective homeowner closing on the property and/or report identifying the home passed inspection. \$ \_\_\_\_\_
2. If necessary the re-inspection of property after repairs completed based upon your inspection report, if necessary. \$ \_\_\_\_\_
3. Any other inspections needed on the property. For example: If a re-inspection is completed and code violations were not corrected, another inspection must be completed at a later date. \$ \_\_\_\_\_

**HOUSING REHABILITATION PROGRAM** (Cost is based on each individual structure)

1. Cost for the preliminary inspection of the property that includes a housing inspection check list. Preparing the work-write up inspection report identifying items that must be repaired. Provide a cost estimate for rehabilitation. Work with OECD staff to schedule a walk-thru of the property with homeowner and prospective contractors that the homeowner has selected to bid on the rehabilitation. Conduct on site monitoring inspections while work is in progress (Number of site visits will depend on size of project). Sign and approve progress payments. Generate punch list. Sign and approve final payment at the completion of the project.

\$ \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

