

Request for Proposals
for
Housing Inspection Services
for
Community/Housing Development
First Time Homebuyer Program
& Related Programs

RFP #17-2

Redevelopment Authority of
the County of Lebanon
39 North 12th Street
Lebanon, PA 17046
717 273-9326

October, 2017

Redevelopment Authority of
The County of Lebanon
39 North 12th Street
Lebanon, PA 17046

Request for Proposals
RFP #17-2

A copy of this RFP may be found on the Agency web page at:
www.lebanoncountyredevelopment.com
Bid Information tab on left tool bar.

Request for Proposals to provide Community/Housing Development Housing Inspection and Related Services for technical assistance in connection with the City and County of Lebanon Community Development, HOME and related Programs and First Time Homebuyer Program will be received until November 22nd, 2017, at 10:00a.m. prevailing time, at the Rehabilitation Office of the Redevelopment Authority of the County of Lebanon, 39 North 12th Street, Lebanon, PA 17046 (717 273-9326).

Detailed information as to the specific services requested and content of the written proposal is set forth in Request for Proposal, RFP #17-2, a copy of which may be obtained at the web address.

// Elizabeth Bowman
Executive Director

**Redevelopment Authority of
the County of Lebanon**

Request for Proposal-RFP #17-2

October, 2017

The City of Lebanon and the County of Lebanon, hereinafter referred to as the "**Localities**," are funded by HUD and the Department of Community & Economic Development (DCED), for the CDBG and HOME First Time Homebuyer and related Programs in Lebanon City and County.

This program is administered by the Redevelopment Authority of the County of Lebanon.

It is anticipated that a contract for Inspection Services will be awarded on or about November 22, 2017.

SCOPE OF SERVICES

TYPES OF SERVICES REQUIRED.

First Time Homebuyer Program (City and County of Lebanon)

Inspector will perform the following services related to the City and County of Lebanon First Time Homebuyer Program.

1. Conduct Rehabilitation Inspection of the property. Note: A courtesy inspection may have previously been performed by the Redevelopment Authority. The inspection shall be against the PA DCED Minimum Housing Rehabilitation Standards, a copy of which is attached.
2. Develop a Cost Estimate and Work Write Up for work required to be performed by the Inspection.
3. Solicit at least two written, sealed proposals from contractors to perform the work. In the case of minimal work (under \$750.00), the Authority may waive the two proposal requirement.
4. Verify proposal amounts if more or less than 10% from Cost Estimate.
5. Inspect at interval periods as needed and Completed Work and approve payment form.

6. Inspectors shall be licensed by the Commonwealth of Pennsylvania; a copy of such license shall be included with the proposal.

For a more complete explanation of the First Time Homebuyer Program and the Inspection firm's role therein, prospective proposers should contact: Betsy Bowman, Executive Director at 717 273-9326.

Rehabilitation Programs

Inspector will prepare scope of services and cost estimate and secure bids for single family owner occupied housing rehab and/or single family whole house renovation.

For a more complete explanation of the Housing Rehab Program and the Inspection firm's role therein, prospective proposers should contact: Betsy Bowman, Executive Director at 717 273-9326.

Proposal Content

Each proposal shall outline the proposer's experience with similar work, the specific staff available to perform the work and approximate time line to perform each property.

While the number of homes involved varies from year to year, the proposers may expect about twenty five homes over a twelve month period.

Proposers are to quote a lump sum price per home for the work, broken down between original inspections, write-up/cost estimate and construction inspections.

The Authority expects to award a one year contract for these services with the right to extend the contract for up to two additional one year terms. Proposers shall indicate per home costs for the second and third years, if awarded.

REQUEST FOR PROPOSALS.

All services provided hereunder shall be in accordance with the Request for Proposals of which this Scope of Services is a part. All services will be compensated on a lump sum basis, as provided for within the Request for Proposals.

The Authority intends to select an offerer(s) which it deems best qualified in its judgment to provide these services.

INFORMATION AND DATA REQUIRED OF EACH OFFERER.

All offerers are required to submit an original and two (2) copies of their proposal to the Authority by November 22, 2017. Such proposal shall contain response to at least the following:

- I. OFFERER'S METHOD FOR PROVIDING THE REQUESTED SERVICES.
 - A. Your understanding of the problems which are faced by the City and the County in general and the Project in particular.
 - B. Your suggested Scope of Services (if it differs from the RFP).
 - C. Set forth the estimated level of effort in terms of time commitment to be provided by the Project Coordinator and the specifically identified key personnel.

II. OFFERER'S QUALIFICATIONS, EXPERIENCE, AND TIME COMMITMENTS OF PROPOSED PROJECT COORDINATOR AND TECHNICAL STAFF.

- A. Demonstrate the ability of the Project Coordinator to carry out the inspector's services as evidenced by, but not limited to, prior experience in similar projects, including proven ability to manage performance of required tasks within time and resource limits, and prior and relevant experience.
- B. Demonstrate the ability of other specifically named key personnel to carry out assigned responsibilities for specific tasks or activities, as evidenced by prior experience in executing similar responsibilities and prior experience.
- C. Set forth the estimated level of effort in terms of time commitment to be provided by the Project Coordinator and the specifically identified key personnel.

III. MANAGEMENT AND WORK PLANS.

Set forth offerer's plan for allocating resources and personnel, coordinating the collection of data, writing and delivering the required plans and specifications, and coordinating interactions with the Authority.

IV. INSPECTOR'S EXPERIENCE.

- A. Demonstrate experience and capability of the offerer in conducting efforts of the nature and scope required by this RFP and producing acceptable products for projects of this size and scope in a tight time framework.
- B. Demonstrate experience and capability of the offerer in providing stability, continuity, and responsiveness of both staff and management.

V. SMALL MINORITY AND WOMEN ENTERPRISE PARTICIPATION AND PARTICIPATION BY LABOR SURPLUS AREA FIRMS.

- A. Small business firm (Section 3). Lebanon County Low-Income-Owned or Low-Income Employer.
- B. Minority-owned business firm.
- C. Women-owned business firm.
- D. Labor surplus area business firm.

VI. BASIS FOR COMPENSATION.

- A. All offerers must indicate in their Proposal their per home fee. The fees quoted should only apply to the 2017/18 Program. Points will be awarded only for this area of compensation.
- B. However, since *this* may be a three-year assignment, all offerers are requested to indicate what changes, *if any*, would be made to the compensation proposed for the next two years, i.e., Fiscal Year 2018 and Fiscal Year 2019.

FACTORS FOR AWARD.

The Authority will evaluate each written proposal, determine whether oral discussions of the offer are necessary, then, based on the content of the written proposal and oral discussions, if any, will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The offerer with the highest total points for such service will be selected for purposes of negotiating a contract. The points to be awarded are set forth for each major segment and sub-segment below. If a contract cannot be negotiated successfully with the highest rated offer, negotiations will be conducted with the next highest offerer and so on until a successful negotiated contract can be arrived at.

I. OFFERER'S METHOD FOR PROVIDING THE REQUESTED SERVICES (20 points)

- A. Understanding of Community Development Program in general and the subject Project in particular (10 points).
- B. Adequacy of the Scope of Services (10 points).

II. OFFERER'S QUALIFICATIONS, EXPERIENCE, AND TIME COMMITMENTS OF PROPOSED PROJECT COORDINATOR AND TECHNICAL STAFF (30 points)

- A. Demonstrated ability of the Project Director to carry out the project consulting responsibilities (10 points).
- B. Demonstrated ability of other specifically named key personnel to carry out proposed assignment, including prior experience in performing such assignments (10 points).
- C. The adequacy of the proposed level of effort in terms of time commitment of Project Director and key personnel (10 points).

III. MANAGEMENT AND WORK PLANS (10 points)

Quality of offerer's work plans.

IV. OFFERER'S EXPERIENCE (30 points)

- A. Demonstrated experience and capability of the offerer's coordinating efforts of the nature and scope of similar work (15 points).
- B. Demonstrated experience and capability of the offerer in providing stability, continuity, and responsiveness of both staff and management (15 points)

V. PARTICIPATION BY SMALL, MINORITY, WOMEN, AND LABOR SURPLUS AREA FIRMS (10 points)

Any offerer who meets any one of the following factors shall receive five (5) points:

- A. Small business firm (Section 3).
- B. Minority-owned business firm.
- C. Women-owned business firm.
- D. Labor surplus area business firm.

VI. COMPENSATION (15 points)

The offerer must include a statement of intent to negotiate a lump sum contract amount with the Authority. A proposed fee charge shall be stated in the proposal. Indicate a range of fees for special economic or housing development projects.

VII. SCORING KEY

Percent of points awarded:

- 0%- No Response
- 50% — Marginal
- 70%- Acceptable
- 80% — Occasionally exceeds acceptable
- 90% — Consistently exceeds acceptable
- 100% — Outstanding in all respects.