

**REQUEST FOR PROPOSALS: HOUSING REHABILITATION SPECIALIST SERVICES RE-BID
GRAHAM COUNTY
FY 18/19 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

Graham County received a \$750,000 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) grant administered by the Rural Economic Development Division (REDD), North Carolina Department of Commerce (DOC). The CDBG-NR grant represents approximately 95% of project funding that includes the following activities: project administration; the housing rehabilitation / reconstruction / emergency repair of up to approximately ten (10) homes in the Town of Robbinsville, each of which are approx. 900-1500 square feet in size, owned and occupied by local low-to-moderate income (LMI) residents, and located on properties approx. 1 acre in size. Degree of repair of homes is dependent upon degree of deterioration per house. Housing inspections and construction may be conducted as early as May 2022 and conclude as late as January 2023. There is no guarantee of the ability to group housing visits together.

Graham County is requesting proposals from qualified housing rehabilitation specialists to provide the following services: 1) Initial inspection of each home and determination of what can be done to the home according to CDBG-NR guidelines; 2) Work write-up that details/specs the work to be done for each home in accordance with CDBG-NR guidelines; 3) Oversight and interpretation of any energy efficiency or environmental testing performed on the homes; 4) Cost estimate for rehabilitation for each home; 5) Aid in developing local contractor list for bidding; 6) Aid in review of construction bids; 7) Regular inspections on each home while under construction; 8) Final inspection of home; 9) Assist the County at formal monitoring visits by REDD; 10) Follow-up on warranty and callback items as needed.

Interested parties are requested to submit a brief proposal including the following: 1) Technical approach, including timeframe for delivering product once authorization to proceed has been given; 2) Experience, including firm/individual's general background and resumes of individual/staff that will perform services; 3) Record of past performance, including CDBG experience, including three local government references including contact name, email, and phone number; 4) Fee Schedule; and 5) Documentation of whether the firm/individual is a Section 3/HUB/MWBE business.

The proposal shall be submitted in accordance with the following sections of this Request for Proposals. The County will use competitive procurement to select a firm/individual to provide housing rehabilitation specialist services. For more information contact: Becky Garland, Finance Officer, PH: 828-479-7960, or becky.garland@grahamcounty.org. You can also contact Monica Chevalier, Grant Administrator, mchevalier@withersravenel.com.

Proposals should be submitted in a sealed envelope clearly marked with the description "Housing Rehabilitation Services" or via email with the subject line "Housing Rehabilitation Services" to: Becky Garland, Finance Officer; 12 N Main Street (Mailing) 196 Knight Street (Physical), Robbinsville, NC 28771; PH 828-479-7960; TDD: 1-800-735-2962 (711); no later than **4:00pm, Friday, April 15, 2022.**

The County is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Bids from qualified small, minority, female-owned, disadvantaged and historically underutilized businesses, and Section 3 business concerns (locally owned/operated businesses that provide employment or training opportunities to low-income individuals) are encouraged.

This information is available in Spanish or any other language upon request. Please contact the County Manager's Office at 828-479-7961 or 12 N Main Street, Robbinsville, NC 28771 for assistance. Esta información está disponible

en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con la Oficina del Administrador de la Condado al 828-479-7961 o 12 N Main Street, Robbinsville, NC 28771 para obtener ayuda.

Jason Marino, County Manager



A. PROBLEM STATEMENT

Graham County received a \$750,000 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) grant administered by the Rural Economic Development Division (REDD), North Carolina Department of Commerce (DOC). The CDBG-NR grant represents approximately 95% of project funding that includes the following activities: project administration; the housing rehabilitation / reconstruction / emergency repair of up to approximately ten (10) sub-standard homes in the Town of Robbinsville, each of which are approx. 900-1500 square feet in size, owned and occupied by local low-to-moderate income (LMI) residents, and located on properties approx. 1 acre in size. Rehabilitation / reconstruction / emergency repair of the home(s) is dependent upon degree of deterioration per property. Housing inspections and construction may be conducted as early as May 2022 and conclude as late as January 2023. There is no guarantee of the ability to group housing visits together.

B. SCOPE OF WORK

The County is soliciting proposals from qualified professional Housing Rehabilitation Specialists to provide construction management services for the CDBG Program. The County intends to rehabilitate approximately two (2) homes, demolish and reconstruct approx. three (3) homes, and provide emergency repair assistance for approx. one (1) home. The Housing Rehabilitation Specialist will be responsible for the following items:

1. Conduct initial inspection of each home and determine what can be done to the home according to CDBG-NR guidelines. *(Note: Rehabilitation guidelines are similar to the NC Housing Finance Agency Single Family Rehabilitation (SFR) program requirements. Emergency Repair guidelines are similar to the NCHFA Urgent Repair Program (URP) requirements. Demolition and Reconstruction in the same footprint are for those homes where rehabilitation is not feasible or practicable.)*
2. Prepare work write-up specifications that details the work to be done for each home in accordance with CDBG-NR guidelines.
3. Provide oversight and interpretation of any energy efficiency or environmental testing performed on the homes. *(Note: Testing for asbestos, lead-based paint, and radon will be performed by others and contracted separately.)*
4. Prepare cost estimate for rehabilitation for each home.
5. Aid in developing local contractor list for bidding.
6. Aid in review of construction bids and conducting the pre-construction conference with the homeowner, County, and Contractor.
7. Conduct regular inspections on each home while under construction to monitor Contractor work progress and approve partial payments based on work performed.
8. Conduct final inspection of home, including punch list and construction close-out.
9. Provide necessary assistance to the County for formal CDBG monitoring visits by REDD.
10. Follow-up on warranty and callback items as needed.

Throughout this construction management process, the Housing Rehabilitation Specialist will be responsible for retaining and furnishing to the County any inspection notes, field notes, property photos, and other information pertinent to the construction of housing.

C. SELECTION PROCEDURES/PROJECT SCHEDULE

Proposals must be received by 4:00pm, Friday, April 15, 2022. Proposals may be hand-delivered, emailed, or mailed. If you choose to submit by email, be sure you send in time for receipt by deadline.

Submit proposals to: Graham County, Attn: Becky Garland, Finance Officer; 12 N Main Street (Mailing) 196 Knight Street (Physical), Robbinsville, NC 28771; PH 828-479-7960; TDD: 1-800-735-2962 (711) or by email at beckygarland@grahamcounty.org with subject line "Housing Rehabilitation Services".

Proposals will be reviewed by a selection committee. After considering factors outlined in Section F, the firm will be selected. The selected firm/individual will be notified of the County's selection. Contracts are contingent upon release of funds from REDD. The project is expected to commence immediately upon approval by the governing body.

The Housing Rehabilitation Specialist will be working with other third-parties contracted with the County to implement this CDBG program. It is expected that initial inspection of homes and work write-ups be substantially complete and delivered to the County within approximately two (2) weeks of receipt of notice to proceed (it is possible that not all work will be authorized at the same time).

D. FEE SCHEDULE

For purposes of proposal evaluation, the firm/individual is requested to submit a **fee schedule** for all personnel to be involved in the project. Fees should include fringe benefits, indirect costs, and profit. The fee schedule will not be the sole criteria for selection of the Housing Rehabilitation Specialist. (See Section F.)

The County intends to rehabilitate approximately two (2) homes, demolish and reconstruct approx. three (3) homes, and provide emergency repair assistance for approx. one (1) home. Indicate a fee per home for emergency repairs, rehabilitation, and demolition/reconstruction. The Housing Rehabilitation Specialist will be paid on a per house basis so that it is evident what has been spent on each house.

E. PROPOSAL CONTENT

The proposal must contain the following:

1. **Technical Approach.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a timeframe for delivering product once authorization to proceed has been given. Describe the management plan to be used, staffing configurations, and the like. This is to include a project schedule showing start and completion dates for all major tasks.
2. **Experience.** Include firm/individual's general background. Include a brief resume of the individuals/staff involved in the project will be required. Include any previous CDBG experience. Describe current work activities, capability of carrying out all aspects of CDBG related activities, and anticipated availability during the term of the project. Describe how the firm will address local needs. Please state previous CDBG and/or NCHFA housing program experience, along with any work with Graham County and/or neighboring counties.

3. **Record of Past Performance.** Provide previous experience, including CDBG experience, with contact person and phone numbers for each referenced job. Include three local government references including contact name, email, and phone number.
4. **Fee Schedule.** See Section D
5. **Section 3 and/or MWBE firm.** Include certifications if a Section 3 and / or a MWBE/HUB firm. Being a MWBE or Section 3 firm does not guarantee a contract. The selected firm must meet all other qualifications.

F. FACTORS FOR AWARDS/EVALUATION CRITERIA

The following factors will be used in evaluating proposals and awarding of contract:

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| 1. Technical Approach/Understanding of Program. | (10 points) |
| 2. Experience of Proposed Personnel. | (10 points) |
| 3. Record of Past Performance. | (10 points) |
| 4. Fee Schedule. | (5 points) |
| 5. Section 3 and/or MWBE firm | (1 point) |

The County reserves the right to waive informalities in any quote, to accept and/or reject any or all proposals in whole or in part with just cause, and to accept the proposal that will be in the best interest of the County. The County shall retain the Request for Proposals (RFP) and all related terms and conditions, addenda, exhibits and other attachments in original form in an archival copy. The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the work.

G. FEDERAL AND STATE TERMS AND CONDITIONS

The selected firm/individual must comply with all the requirements of 2 CFR Part 200 and the NC CDBG Program. The selected firm/individual shall certify that it has no knowledge of any circumstances that will cause a Conflict of Interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract. Each firm/individual submitting a proposal response shall include a certification that it does not discriminate based on race, color, religion, sex, national origin, handicap, age or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. The selected firm will need to complete a debarment certification, an E-verify affidavit, and applicable local insurance requirements.