

REQUEST FOR PROPOSALS
Housing Rehabilitation Program Inspection Services
Worcester County, Maryland

The Worcester County Commissioners are currently accepting sealed proposals from qualified residential building inspectors to provide inspections, work write-ups and cost estimates on single family homes throughout Worcester County as part of the Housing Rehabilitation Program on a contractual basis. In addition, the County is seeking proposals from Maryland Department of the Environment (MDE) licensed lead paint inspectors to provide Lead Risk Assessments and Lead Clearance Testing for homes where required. Proposals will be accepted for one or both of these functions. Bid specification packages and bid forms are available to qualified residential home inspectors and/or MDE certified lead paint inspectors and may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail.

This program is proposed to be partially funded by the Community Development Block Grant (CDBG) Program and is thus subject to all applicable Equal Opportunity and Civil Rights guidelines. **Sealed bids will be accepted until 1:00 p.m. on Monday, September 11, 2017** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for County-wide Housing Rehabilitation Program Inspector - September 11, 2017**" in the lower left-hand corner. Bids will be reviewed by staff and awarded by the County Commissioners at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

**REQUEST FOR BIDS FOR COUNTY-WIDE
HOUSING REHABILITATION PROGRAM INSPECTIONS
LEAD PAINT RISK ASSESSEMENTS AND LEAD CLEARANCE TESTING**

The Worcester County Commissioners are requesting Proposals from qualified residential building inspectors to provide inspections, work write-ups and cost estimates on single-family homes throughout the County that qualify for assistance under the Worcester County Housing Rehabilitation Program. The Request for Proposals presents a list of duties that must be fulfilled by the contracted inspector. The County is additionally seeking bids from MDE licensed lead paint inspectors to provide Lead Risk Assessments and Lead Clearance Testing for homes as required under this Program. This Request also lists duties required of the Lead Paint Inspector. Bidders may quote to fulfill either one or both functions. Worcester County's review process, selection criteria, and award and proposal format guidelines are also described in this Request for Proposals (RFP).

Proposal submission deadline is **Monday, September 11, 2017**. The County's Housing Consultant and the Worcester County Commissioners will review Proposals. Two (2) copies of the Proposal must be received in the Worcester County Commissioners Office at the address shown below no later than **1:00 p.m. on Monday, September 11, 2017**. Envelopes shall be marked "County-Wide Housing Rehabilitation Program Inspector" in the lower left-hand corner. Handwritten, email and facsimile transmissions, as well as proposals received after the deadline, will not be considered. All inquiries regarding this bid request shall be directed to the Housing Program Administrator, Jo Ellen Bynum, at 410-632-1200, ext. 1171.

Address all submissions to:

Worcester County Commissioners Office
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, MD 21863

PROPOSALS FORMAT

Proposals shall consist of two separate parts comprised of a Bid Form and a Qualifications Statement.

The Qualifications Statement shall be submitted on company letterhead and information presented therein must include, at a minimum:

1. an opening letter
2. qualifications of the firm
3. description of the rehab cost estimating procedure to be utilized. Estimating software is preferred; specify the software system that will be employed.
* not applicable to bidders quoting Lead Paint services only
4. information on personnel
5. information on similar services provided by the bidder
6. a list of professional references, including contact information

7. Certificates of insurance for Commercial General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, if applicable

Bidder may also include any other information he or she considers relevant to the bid request; of especial interest is any past experience with Municipal, County, State or Federal housing rehabilitation programs and/or an example of a home repair work write-up written by the bidder.

The Qualifications Statement should also include the same or similar information on any subcontractors that are part of the bidder's team.

The enclosed Bid Form must be completed in its entirety with the costs itemized for each category and a projected time of completion. Completion time is defined to be an estimate of time lapse between service request by County and delivery of requested service.

Both the Bid Form and Qualifications Statement must include the firm's business address and telephone number and identify one or more individuals authorized to sign the contract. Both the Bid Form and Qualifications Statement must be signed by referenced individual(s).

SELECTION CRITERIA AND AWARD

Basis of Award

The County Housing Consultant and the Worcester County Commissioners will review proposals. The award of any contract as a result of this request will be based on an assessment of each proposal against three evaluation factors: 1) Experience and Credentials 2) Completion Times 3) Price.

Source Selection Evaluation Priority

Worcester County will select the best offer based on Experience and Credentials, Completion Times and Price. These three factors are of equal importance.

Evaluation Factors

The proposals will be evaluated by evaluation of three factors: Experience and Credentials, Completion Time, and Price.

Experience and Credentials: Experience and Credentials will be evaluated as a measure of Worcester County's confidence in the ability to successfully perform the inspector function based on comparable inspection and work write-up experience as well as any industry certifications or qualifications. To achieve this level of confidence, the County may employ the following approaches including: 1) Reviewing the past experience listed in the proposal 2) Seeking additional performance information; to include requests for sample rehabilitation work write-ups 3) using data obtained from other relevant sources.

Completion Times: The satisfaction of this factor will be based upon the bidder's ability to provide initial inspections and final work write-ups in a timely manner. Completion time is defined to be an estimate of time lapse between service request by County and delivery of requested service.

Price: Price will be assessed with regard to affordability, fairness and reasonableness.

BACKGROUND

The Worcester County Housing Rehabilitation Program was created in 1987 to provide low to moderate income homeowners with the means to rehabilitate their substandard housing structures throughout the County. The Program is designed to give priority consideration to disabled, extremely low income and/or over age 62 County residents as well as to those structures posing health or safety hazards. The Housing Rehabilitation Program is primarily funded by Community Development Block Grant monies, the State Special Loans Program and the Lead Hazard Reduction Grant and Loan Program.

DUTIES AND STANDARDS

**Program Inspector
Lead Paint Inspector**

A. Initial Property Evaluation

- 1. Schedule & perform comprehensive inspection of all building components and systems, to include an overall structural evaluation. Utilize inspection and structural soundness forms provided by County. Inspection form to be completed and submitted to Program Administrator.**
- 2. Take digital photos of front, rear and side exterior views, and all interior rooms to demonstrate overall condition of property. Additionally take photos of any specific substandard conditions or code violations. Photos to be emailed to Program Administrator.**
- 3. Provide an initial rehab cost estimate on form provided by County.**

B. Lead Paint Compliance

- 1. Perform lead risk assessment during the initial property evaluation phase and provide a written lead risk assessment report to MDE standards on all homes constructed prior to 1978.**
- 2. Perform lead clearance testing on all projects that had lead risk reduction or abatement work performed. Provide copies of clearance report to Program Administrator.**

C. Housing Review Board Meeting

- 1. Attend scheduled meetings as needed. Typically less than 5 per year & held on Wednesdays at 3 pm in Permitting Office. Provide brief synopsis of conditions at applicant's properties to assist Board members in prioritization of applications.**

D. Work Write-Up & Cost Estimate

- 1. Provide detailed write-up with line item breakdowns to bring property up to the Maryland Building Performance Standard (COMAR 05.02.07) or Worcester County code where more restrictive and meet minimum livability code. All houses constructed prior to 1978 must**

have appropriate lead paint risk reduction or abatement measures as identified in the Lead Risk Assessment report included in write-up. Write-up to be submitted in electronic form to Program Administrator; re-writes may be necessary to obtain homeowner approval.

2. Use estimating software to provide cost estimate for each project. For Special Loans Program projects the estimate must detail cost on each line item and be printed on the inspector's company letterhead, signed and dated. Specify estimating software to be used in Qualifications Statement submitted with this proposal.

E. Commissioners Meeting

1. Attend County Commissioners meeting with Program Administrator when bid packages are presented to address questions from Commissioners on work write-ups.

F. Contractor Recommendation

1. Assist Program Inspector in evaluating contractor proposals for completeness and cost accuracy.

G. Pre-Construction Meeting

1. Meet with contractor at jobsite to address any questions or concerns before construction start.

H. Progress Inspections & Payment Requests

1. Schedule and perform progress inspection upon request of contractor for payment. Inspector is to verify completion of each line item and that completed work has been performed in a good workmanship-like manner.

2. Complete payment draw request and submit to Program Administrator, along with copies of Permits required for the work and any County DRP inspections performed on items requested for payment. It is the contractor's responsibility to provide these items to the Inspector. Draw inspection form to be provided by Program.

I. Change Orders

1. Visit jobsite upon request of owner or contractor and evaluate the need for the requested change order.

2. If a change order is warranted, prepare a write-up of the requested changes on the Change Order Form provided by the Program and obtain quote from the contractor.

3. Submit Change Order Form signed by owner, contractor and inspector to Program Administrator for final approval. No work is to be performed under the change order without Program Inspector approval.

J. Final Inspection

1. Schedule and perform final inspection upon request of contractor for final payment. Homeowner must be present and must sign off on final payment request.

2. Complete final payment request form and provide to Program Administrator along with copy of County DRP final inspection and approval or Certificate of Occupancy and HUD 2516

form. It is the contractor's responsibility to provide copies of the HUD 2516, final inspection and C.O. to the inspector.

3. Complete and submit to Administrator the Certificate of Completion form provided by the Program

4. Complete and submit to the Administrator the Code Certification & Compliance form provided by the Program.

5. Take digital photos at final inspection of completed work. Photos to be emailed to Program Administrator.

K. Warranty Visits

1. Upon request of Program Administrator meet contractor and homeowner on site in regard to the warranty work in question.

2. Provide written evaluation as to if the work is justified under the homeowner's contract and suggested remedies to the contractor and Program Administrator.

3. Inspect property upon completion of warranty work and verify that the work has been satisfactorily completed.

4. Email photos of completed warranty items to Program Administrator.

L. Other

1. Other duties as may be required by evolving requirements from the County's State and Federal funding sources

Housing Rehabilitation Program Inspector & Lead Paint Inspection Bid Form*

Service Provided	Fee	Completion Time**
Initial Property Evaluation A.1.-3.		
Work Write-Up & Cost Estimate D.1.-2.		
Progress Inspections & Payment Requests H.1.-2.		
Change Orders I.1.-3.		
Final Inspection J.1.5.		
Warranty Visits K.1.-4.		
Meetings C, E, F, G.		N/A
Lead Risk Assessment B.1.		
Lead Clearance Testing B.2.		

* Bidders may quote to fulfill either one or both functions. Please indicate "N/A" or hyphen in columns your firm is not quoting

**Completion time to be an estimate of time lapse between service request by County and delivery of requested service.

I hereby propose to provide the requested services in compliance with specifications detailed under "Duties" section of this bid request and according to the fee schedule above.

Date: _____

Signature- Authorized Official

Typed Name

Title

Company Name

Address

Phone Number(s)