

## **REQUEST FOR PROPOSALS**

### **Housing Rehabilitation Inspections/Technical Assistance Services**

The CSRA Regional Commission (RC) seeks to acquire the services of a home inspection firm or residential construction firm to serve as the Construction Rehabilitation Advisor (CRA) for single-family owner-occupied housing rehabilitation and construction projects. These services are needed for communities in our 13-county region that have been awarded funds through the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Community HOME Investment Program (CHIP). Responding firms should be technically qualified and licensed to provide these services for local, state and federally funded projects.

Procedures for selection of an individual/firm will be in accordance with the RFP package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements ("the common rule") 24 CFR Part 85.36 and the Georgia Department of Community Affairs (DCA) CDBG and CHIP Recipient's Manuals. These manuals can be accessed at <http://www.dca.state.ga.us/>.

Interested parties are invited to secure a Request for Proposal package from Linda D. Grijalva, Director of Community Development, CSRA Regional Commission, 3626 Walton Way Extension, Suite 300, Augusta, GA 30909, [lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov) or 706-650-5694. An RFP packet is located at <https://csrarc.ga.gov/current-bid-opportunities>. For consideration, all interested parties must submit their response to the RC no later than 2:00 p.m. on September 13, 2022.

The RC reserves the right to accept or reject any or all proposals. The RC is an Equal Opportunity Employer.



**Please run this Request for Proposals one time in the August 14, 2022, edition, of The Augusta Chronicle, in the non-legal section in block format.**

**CSRA Regional Commission**  
**Construction Rehabilitation Advisor /Technical Assistance Services**  
**REQUEST FOR PROPOSAL**

August 14, 2022

Contents

- I. Announcement
- II. Purpose
- III. Proposal Guidelines
- IV. Contractual Agreements
- V. RFP Submission Requirements

**I. ANNOUNCEMENT**

CSRA Regional Commission  
Construction Rehabilitation Advisor/Technical Assistance Services  
REQUEST FOR PROPOSAL

Date: August 14, 2022

The CSRA Regional Commission (RC) seeks to acquire the services of a home inspection firm or residential construction firm to serve as the Construction Rehabilitation Advisor (CRA) for single-family owner-occupied housing rehabilitation and construction projects. These services are needed for communities in our 13-county region that have been awarded funds through the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Community HOME Investment Program (CHIP). Responding firms should be technically qualified and licensed to provide these services for local, state and federally funded projects.

Procedures for selection of an individual/firm will be in accordance with the RFP package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.36 and the Georgia Department of Community Affairs (DCA) CDBG and CHIP Recipient’s Manuals. These manuals can be accessed at <http://www.dca.state.ga.us/>.

Interested parties are invited to secure a Request for Proposal package from Linda D. Grijalva, Director of Community Development, CSRA Regional Commission, 3626 Walton Way Extension, Suite 300, Augusta, GA 30909, [lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov) or 706-650-5694. An RFP packet is located at <https://csrarc.ga.gov/current-bid-opportunities>. For consideration, all interested parties must submit their response to the RC no later than 2:00 p.m. on September 13, 2022.

**CSRA Regional Commission**  
**Construction Rehabilitation Advisor /Technical Assistance Services**  
**REQUEST FOR PROPOSAL**

The RC reserves the right to accept or reject any or all proposals. The RC is an Equal Opportunity Employer.

## **II. Purpose**

- A. The CSRA Regional Commission (RC) seeks to acquire the services of a home inspection firm or residential construction firm to serve as the Construction Rehabilitation Advisor (CRA) for single-family owner-occupied housing rehabilitation and construction projects. These services are needed for communities in our 13-county region that have been awarded funds through the CDBG and CHIP. Our service area includes the following counties: Burke, Columbia, Glascock, Hancock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond Taliaferro, Warren, Washington, and Wilkes. We currently have housing grants in Burke, Columbia, Jenkins, McDuffie, and Taliaferro Counties.

Responding firms should be technically qualified and licensed to provide the inspection services for local state and federally funded projects. The CRA responsibilities include but not limited to:

- Initial rehabilitation work write-up with cost estimates. These cost estimates will be used to solicit general contractor bids for rehabilitation work. Cost estimates should be provided using RS Means Residential Cost Data or similar accepted construction method.
- Pre-bid construction walk-thru with contractors wishing to bid on said rehabilitation property.
- Perform a minimum of two inspections during the course of the rehabilitation to ensure that all work complies with the International Building Codes and DCA CDBG and CHIP rehabilitation guidelines. These are performed at 50 percent and 100 percent completion of work. This includes verifying pay request submitted by the construction rehabilitation contractor for accuracy to ensure a work items have been completed.
- Perform a punch-list completion inspection as needed.
- Approve any change orders as needed. Ensure that the change orders are necessary for completion of the property and that cost are reasonable.
- Available to the contractor during construction period to answer questions that arise.

**CSRA Regional Commission**  
**Construction Rehabilitation Advisor /Technical Assistance Services**  
**REQUEST FOR PROPOSAL**

- Provide new construction housing specifications when needed.
- Attended per-construction conference on an as needed basis.
- Perform Lead Based Paint Inspection on all homes built prior to 1978. If lead is present, a Risk Assessment will be conducted to determine the presence, type, severity, and location of lead-based paint hazards (including lead hazards in paint, dust, and soil). The risk assessment will provide project designs to control the lead hazard with estimated cost of work. If lead control work is performed, the CRA will provide a lead clearance report with all supporting documentation. Anyone performing this task must be a Georgia Environmental Protection Division (EPD) Certified Lead-Based Paint Inspectors, Risk Assessors and Project Designer. All lead based paint hazards are governed by the following regulations:
  - HUD implementing regulations (24 CFR Part 35).
  - The Residential Lead-Based Paint Hazard Reduction Act of 1993 (PL 102-550).
  - The GA EPD Lead-Based Paint Renovation, Repair and Painting (RRP) Rules. More information about the Renovation, Repair, and Painting Rule can be found at the following web site:  
<http://www.hud.gov/offices/lead/training/rrp/rrp.cfm>.
  - The Lead Base Paint Poisoning Prevention Act (42 U.S.C. 4831-5 et al)
- Asbestos testing as needed. If asbestos is found the CRA will provide an asbestos clearance report once the asbestos has been removed. Any firm conducting asbestos testing must be GA EPD Certified Asbestos Testing Firm.

NOTE: not all firms applying may have said services in house. However, any responding firm must be able to subcontract out the work to a contractor that meets all the above requirements.

B. Proposal: Respondents must complete the attached application and provide all information requested in **Section III: Proposal Guidelines** of this RFP.

C. Evaluation Procedures

**CSRA Regional Commission**  
**Construction Rehabilitation Advisor /Technical Assistance Services**  
**REQUEST FOR PROPOSAL**

All RFP submissions will be reviewed to determine if they meet the mandatory Proposal requirements. Those RFP submissions not meeting the mandatory requirements will be deemed “non-responsive”. The “responsive” RFP submittals will be evaluated and ranked. Selected Home Inspection Firms may be contacted by the RC for an interview.

If interviews are held, the RC will then award a contract. Priority will be given to those companies that are local, disadvantaged, and small businesses, or companies that partner with local, disadvantaged, and small businesses.

The RC reserves the right to not make a selection of an “approved” Home Inspection Firm should it believe that respondents to the RFP will be incapable of delivering the necessary level of services within an acceptable price range and/or time period. The RC also reserves the right to reject any and all proposals submitted in response to the RFP and to enter into negotiations with the respondents to the RFP as may be necessary or appropriate to refine the scope of services, fee arrangements, or any other aspect of the services to be provided hereunder. The RC reserves the right to negotiate any line item on the Proposal.

**D. Distribution of RFP**

Notice of this RFP is being distributed to individuals and firms that the RC believes may be interested in providing Contract Rehabilitation Advisor services.

**III. Proposal Guidelines**

A suggested format for the response to this Request for Proposal is indicated below. These guidelines are intended to facilitate the review and evaluation of the firm’s responses. Submitting firms are required to follow the guidelines below and provide three one original and two (2) copies of the Proposal.

**A. Guidelines**

1. Complete the attached application.
2. Provide a narrative on your company and experience.
3. Provide a resume for all employees who will be providing services under this proposal.
4. Provide copy (ies) of business license(s).
5. Provide copy (ies) of a certification and trainings.
6. Provided copy (ies) of all professional associations.
7. Provide copy of insurance documentation.
8. Provide at least five references.

**CSRA Regional Commission  
Construction Rehabilitation Advisor /Technical Assistance Services  
REQUEST FOR PROPOSAL**

**B. Contact**

All questions regarding this RFP should be directed to Linda D. Grijalva, 706-650-5694 or [lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov). The deadline for receiving questions is September 2, 2022 by 4:00 pm.

**IV. Contractual Agreements**

The RC will execute the contract for these services. The following are important provisions that will be contained in the contracts.

**Conflict of Interest**

The Contractor agrees to avoid all instances wherein he/she might have a potential and/or actual conflict of interest regarding his/her own personal activities.

**Termination for Cause**

The RC may terminate its Contract with the Contractor, for cause, upon ten days prior written notice to the Contractor of the Contractor's default in the performance of any term of the Contract.

**Termination for Convenience**

The RC may terminate its Contract with the Contractor, for its convenience, at any time by written notice to the Contractor. In the event of the RC's termination of the Contract, the Contractor will be paid for those services actually performed up to the point of the termination effective date. Partially completed performance of the Contract will be compensated upon a signed statement of completion submitted by the Contractor which shall itemize each element of the performance and which upon review and approval by the RC will be paid.

**VI. RFP SUBMISSION REQUIREMENTS**

All questions or requests for additional information shall be directed to Linda D. Grijalva, Director of Community Development, by email at [lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov) or you may fax them to the attention of Linda D. Grijalva, 706-210-2006. **The deadline for receiving questions is September 2, 2022 by 4:00 pm.**

**All RFP's must be received at the RC no later than 2:00 P.M. on September 13,2022.** Any RFP received after 2:00 P.M. will not be accepted.

Whether the RFP is sent by mail or commercial express service, the Contractor shall be responsible for the actual delivery of the RFP to the RC before the deadline time.

**CSRA Regional Commission  
Construction Rehabilitation Advisor /Technical Assistance Services  
REQUEST FOR PROPOSAL**

**One original and two (2) copies of your RFP should be submitted.** All RFP's shall be submitted in a sealed envelope/package. Envelope/package shall be addressed to Linda D. Grijalva, Director of Community Development, CSRA Regional Commission, 3626 Walton Way Extension, Suite 300, Augusta, GA 30909 and the following clearly typed or printed on the outside; company name, Construction Rehabilitation Advisor RFP Response, and date.

**Five references shall be provided as part of the RFP response.** Failure to provide this information may result in RFP being deemed non-responsive.

The RC reserves the right to reject all RFP's, in whole or in part, to waive technicalities and to make award as deemed to be in the best interest of the RC and its member jurisdictions. The RC does not discriminate based on disability in the admission or access to its programs or activities.

The RC requires that pricing remain firm for the initial contract year. Contract will begin upon final execution of the contract documents. The contract may be renewed for up to four (4) additional one-year periods, provided that fees are firm (or pre-approved increase as may be noted on RFP Application Form), service is Satisfactory, and both parties are willing to renew. Prior to each period of renewal, any proposed increases in renewal rates will be evaluated and compared to current market conditions and actual rate of inflation. The full term of the contractual services could be (5) years, if all four annual renewal options are exercised. The RC has sole discretion as to the renewal of this contract.

Upon award of contract, the Construction Rehabilitation Advisor will be required to register their firm at:

- (a) The System for Award Management (SAM) <http://sam.gov>. This is an official website of the U.S. government and your firm must register to do business with the U.S. government
- (b) E-Verify <https://www.uscis.gov/e-verify> U.S. law and the State of Georgia requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

In addition, contracting firm will send one employee, at their expense, to HUD training to become Uniform Physical Condition Standards inspection code (UPCS) Certified. The UPCS is a standardized inspection code created by HUD and Congress in 1998 as a way of establishing a dynamic inspection code that could satisfy the diverse housing stock monitored by HUD.

**CSRA Regional Commission**  
**REQUEST FOR PROPOSAL**  
**Construction Rehabilitation Advisor/Technical Assistance Services**  
**Application Form**

The CSRA Regional Commission (RC) seeks to acquire the services of a home inspection firm or residential construction firm to serve as the Construction Rehabilitation Advisor (CRA) for single-family owner-occupied housing rehabilitation and construction projects. These services are needed for communities in our 13-county region that have been awarded funds through the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Community HOME Investment Program (CHIP). Responding firms should be technically qualified and licensed to provide these services for local, state and federally funded projects.

**I. General Information**

|                           |  |
|---------------------------|--|
| Company Name              |  |
| License Number:           |  |
| Company Established Date: |  |
| Taxpayer ID number:       |  |
| DUNS Number:              |  |
| Owner:                    |  |
| Street Address::          |  |
| Mailing Address:          |  |
| City, State, Zip Code:    |  |
| Office Phone:             |  |
| Office Hours:             |  |
| Cell Phone:               |  |
| Email:                    |  |

1. Are you a Licensed Home Inspection or Construction Firm? Yes ☐ No ☐
2. Is someone in your company HUD Uniform Physical Condition Standards (UPCS) Certified? Yes ☐ No ☐
3. Do you use RS Means Residential Cost Data to calculate construction costs? Yes ☐ No ☐
  - a. If yes do you have current soft-ware? Yes ☐ No ☐
  - b. If no, what method do you use to calculate rehabilitation or construction cost?

---

---



**CSRA Regional Commission  
REQUEST FOR PROPOSAL  
Construction Rehabilitation Advisor/Technical Assistance Services  
Application Form**

4. Is your firm Georgia EPD certified to conduct Lead-Based Paint Risk Assessment Activities?  
Yes ☐ No ☐
5. Is your firm Georgia EPD certified to conduct Asbestos Testing Activities?  
Yes ☐ No ☐
6. Are you a woman-owned or minority-owned business? Yes ☐ No ☐
7. Are you a Section 3\* contractor? Yes ☐ No ☐ \*A Section 3 business is defined as either:
  - a. One that is at least 51 percent owned by a low or moderate income area resident or a Public Housing resident;
  - b. One where at least 30 percent of its current, permanent, full-time employees were low- or moderate-income area residents within the last three years; or
  - c. One that will subcontract at least 25 percent of its contract award funds to Section 3 businesses.
8. Attach evidence of licenses, certifications, trainings and professional associations.
9. Attach proof of insurance and current Georgia License to this form.
10. Provide a at least five references

| Name | Address | Phone # |
|------|---------|---------|
| 1.   |         |         |
| 2.   |         |         |
| 3.   |         |         |
| 4.   |         |         |
| 5.   |         |         |
| 6.   |         |         |
| 7.   |         |         |

**CSRA Regional Commission  
REQUEST FOR PROPOSAL  
Construction Rehabilitation Advisor/Technical Assistance Services  
Application Form**

**11. Please provide cost for each line item and a percentage of increase if contract is renewed on an annual basis**

| Type of Work   | Cost | Quantity         | Increase<br>Year 2 | Increase<br>Year 3 | Increase<br>Year 4 | Increase<br>Year 5 |
|--|------|------------------|--------------------|--------------------|--------------------|--------------------|
| Inspection with work write-up and construction cost estimate   |      | Per house        |                    |                    |                    |                    |
| Revision to modify work write-up   |      | Per house        |                    |                    |                    |                    |
| Pre-Bid Contactor Construction Walk thru   |      | Per house        |                    |                    |                    |                    |
| Inspections of contractors rehabilitation work verifying pay request submitted for accuracy to ensure a work items have been completed |      | Per inspection   |                    |                    |                    |                    |
| A punch-list completion inspection   |      | Per inspection   |                    |                    |                    |                    |
| Approve change orders and ensure cost are necessary and reasonable   |      | Per change order |                    |                    |                    |                    |
| One year Warranty Inspection   |      | Per house        |                    |                    |                    |                    |
| Write new construction housing specifications.   |      | Per house        |                    |                    |                    |                    |
| Attend per-construction conference on an as needed basis   |      | Per house        |                    |                    |                    |                    |
| Lead Based Paint Inspection  |      | Per house        |                    |                    |                    |                    |
| Lead Based Paint Risk Assessment and Project Design with costs   |      | Per house        |                    |                    |                    |                    |
| Lead Clearance Report  |      | Per house        |                    |                    |                    |                    |
| Asbestos testing   |      | Per House        |                    |                    |                    |                    |
| Asbestos testing when additional samples are needed  |      | Per sample       |                    |                    |                    |                    |
| Asbestos clearance report  |      | Per house        |                    |                    |                    |                    |

I authorize the CSRA Regional Commission to verify the above information and I certify that the above information is true and complete:

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

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

\_\_\_\_\_  
*Notary*

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