

REQUEST FOR PROPOSALS: SPECIFICATION WRITING AND CONSTRUCTION OVERSIGHT

I. SUMMARY OF THE PROGRAM:

This Request for Proposals (RFP) is designed to solicit an individual or a firm to inspect potential properties as requested by ACRHA and determine what/if any repairs need to be made for the home to meet NYS and/or Local Code at purchase for the Albany County Rural Housing Alliance, Inc. (ACRHA), Voorheesville, New York on a case-by-case basis. ACRHA is a non-profit, 501(c)(3) tax-exempt organization whose primary purpose is to promote neighborhood revitalization in the County of Albany. Minority and women owned businesses are encouraged to apply.

II. TERMS AND CONDITIONS

A. Proper Record Keeping: Contractor must maintain accurate project records and must permit complete access to those records for audit purposes.

B. Conflict of Interest: Most of the funds used to pay for the inspection and related services are federal funds provided directly to ACRHA. There must be no conflict of interest on the part of the contractor in relation to the execution of the contract.

III. DISCLAIMER

By general solicitation and the letting of this RFP, ACRHA is not obligated to fund any proposal or contractor. Furthermore, award of a contract is entirely contingent upon availability of funding.

IV. PROPOSAL FORMAT

A. The proposal must have all questions addressed.

B. All proposals must be typewritten, or printed in a clear legible manner, so it is easy to read and understand.

C. The proposal must be signed in ink.

V. PROPOSAL DUE DATE

Submit one copy of this in a sealed envelope labeled "RFP for HOME DPA Contractor" to:

Albany County Rural Housing Alliance, Inc.
P. O. Box 407
Voorheesville, New York 12186

Proposals must be submitted and received by ACRHA at the address listed above no later than 4:00 p.m. on April 30, 2021. Sealed bids will be opened on April 30, 2021 at 4:15 pm at the ACRHA office located at 24 Martin Road, Voorheesville, NY 12186.

VI. ADDITIONAL INFORMATION OR QUESTIONS ABOUT PROPOSAL

Requests for additional information or questions about the RFP should be directed to:

Tracy Gibeau, Executive Director
AlbanyCounty Rural Housing Alliance, Inc.
(518) 765-2425 ex 2588

VII. DESCRIPTION OF DUTIES TO BE PERFORMED BY CONTRACTOR

SPECIFIC RESPONSIBILITIES:

1. Inspect potential properties as requested by ACRHA and determine what/if any repairs need to be made for the home to meet NYS and/or Local Code at purchase.
2. Set up inspection appointment(s) with the homebuyer's realtor as requested. This homebuyer, under contract to purchase the home to be inspected, is an ACRHA client receiving down payment assistance from ACRHA within the HOME Down Payment Assistance target area of Albany County (Albany County excluding the City of Albany).
3. As part of the inspection, any deteriorated paint must be identified and documented as needing to be repaired before the home is purchased. Photos or digital images will be forwarded to ACRHA listing the location and approximate size/area of the deteriorated paint.
4. Photos or digital images of each item identified as needing repair will be forwarded to ACRHA with a detailed list of items needing repair to meet NYS and/or Local Code.
5. Upon the completion of repairs needed to meet code and paint requirements, perform a final inspection of the property and issue a signed and dated letter to ACRHA. The letter must state: "The code deficiencies listed in the preliminary on-site inspection have been sufficiently addressed. The house does not have any current visible health and safety or code violations and appears to meet all applicable NY/Local code requirements." And relative to the visual paint assessment: "Any deteriorated paint identified in the preliminary on-site visual inspection has been repaired."

MINIMUM QUALIFICATIONS

1. Minimum of two years' experience performing duties similar to those described above.
2. Good written and verbal communications skills.
3. Licensed as a NYS Code Enforcement Official.
4. Have a minimum of \$1,000,000 in general liability.

GENERAL INFORMATION ABOUT THE CONTRACT

The homes to be inspected will be detached, single-family structures located throughout Albany County excluding the City of Albany. It is estimated that there will be nine to twelve houses needing inspections through approximately June of 2022. If additional funding is received this contract would be extended two years from the new Down Payment Assistance contract execution date. At least nine homes will need to be inspected over the two-year period if additional funding is received.

VIII. INFORMATION FOR SUBMISSION OF PROPOSAL

A. Name of organization or individual: _____

B. Address of organization or individual: _____

C. Organization type and status: (check one in each column)

Organization type: Organization status:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Profit |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Corporation | |
| <input type="checkbox"/> Foundation | |

D. Contact person: _____

E. Contact person phone number: _____

F. References: Please list three (3) professional references that may be contacted by ACRHA.

1. Name: _____ Phone # _____

Relationship: _____

2. Name: _____ Phone # _____

Relationship: _____

3. Name: _____ Phone # _____

Relationship: _____

IX. OUTLINE OF QUALIFICATIONS

In this section, please answer each question or respond with attached material as requested. If you need additional space, simply attach pages and reference the question number you are answering.

1. Please attach a copy of your latest resume.

2. Outline your qualifications related to the duties and responsibilities listed in Section VII.

3. Describe your experience as a Code Enforcement Official.

5. How many houses have you worked with over the life of your experience that were funded with HUD or other public funds? _____

