

REQUEST FOR PROPOSALS: Project Delivery Services

I. SUMMARY OF THE PROGRAM:

This Request for Proposals (RFP) is designed to solicit an individual or a firm to provide specification writing, periodic inspections, and basic construction oversight services 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 specifications, periodic inspections and basic construction oversight services are federal funds provided directly to the ACRHA or to municipalities in the County of Albany. There must be no conflict of interest on the part of the County of Albany or other public officials or 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, the 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 TWO copies of this in a sealed envelope labeled "RFP for Construction Oversight" 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 Monday, August 22, 2022. Sealed bids will be open on Tuesday, August 23, 2022, at 10:30am 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
Albany County Rural Housing Alliance, Inc.
(518) 765-2425 ex 2588
tgibeau@acrha.org

VII. DESCRIPTION OF DUTIES TO BE PERFORMED BY CONTRACTOR

SPECIFIC RESPONSIBILITIES:

1. Set up appointments with clients requesting rehabilitation services from ACRHA within the NYS Affordable Housing Corporation (AHC) target area of Albany County (Albany County outside the City limits of Albany). (All clients will already be income approved by ACRHA)
2. Inspect potential properties and complete an inspection checklist along with photos or digital images of each proposed project. Prepare and submit the Environmental Site Certification (attached).
3. Prepare plans and detailed rehab specifications for each project in accordance with applicable codes and program requirements. Work with the owner to make sure the specifications meet the needs of the project as envisioned by the owner or explain the economic constraints of specific construction options.
4. Preparation of the final work scope:
 - a) Project must comply with the 'EPA Renovation, Repair and Painting Rule' (RRP rule) If a project will involve the disturbance of lead-based paint surfaces that exceed "de minimis" levels, work will be conducted in accordance with 'HUD guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing'.
5. Review the eligible bids and present them to ACRHA project review team for approval.
6. Track MWBE/SDVOB efforts for all rehabilitation projects.
7. Attend pre-construction meetings with the homeowner and the contractor to sign contracts and review the construction schedule.
8. Visit the project site at appropriate intervals to ensure that construction work is proceeding in accordance with contractual parameters.
9. Perform program/draw inspections with contractors to monitor schedule performance and authorize draw releases.
10. Review and recommend change orders.
11. Assist in resolving disputes among contractors, subcontractors and/or property owners.
12. Ensure that a lead clearance is received for those properties that require one.
13. Perform a final closeout inspection of the property, have final completion documents signed.
14. Prepare drawdown requests and submit to ACRHA for submission to AHC. Complete reports that may include quarterly Unit Status and MWBE/SDVOB reports, fiscal tracking.
15. Organize files with a checklist that will be provided and return to the ACRHA Office upon completion.

MINIMUM QUALIFICATIONS

1. Minimum of two years experience performing duties similar to those described above.
2. Hands on residential rehab experience preferable.
3. Thorough knowledge of all phases and trades involved in housing rehabilitation.
4. Ability to write concise rehabilitation specifications based on units of materials installed rather than open-ended tasks.
5. Knowledge of current unit pricing for both labor and material for single-family rehab work items.
6. Ability to be innovative in developing and using effective rehab methods.
7. Good written and verbal communications skills.
8. Ability to strictly monitor contractor's performance, document contract compliance and help resolve disputes.
9. Working knowledge of the HUD lead-based paint regulations and the EPA Right to Renovate Rule.
10. Thorough understanding of the requirements and standards of State and Federal funding sources pertaining to residential rehabilitation.

ADDITIONAL QUALIFICATIONS

1. NYS Licensed Home Inspector
2. Trained & Certified by EPA in Right to Renovate Procedures
3. Trained & Certified in Lead-Based Paint Renovation & Remodeling
4. Have a minimum of \$1,000,000 in general liability & Proof of Workers Compensation

GENERAL INFORMATION ABOUT THE CONTRACT

The 22+ homes to be rehabbed will be single family occupied, detached, structures located throughout Albany County outside City limits of Albany. It is estimated that there will be three to six houses each month that will need work scope and specifications. Concurrently, construction oversight of twelve to twenty ongoing projects will be required. The size of the rehabilitation jobs will vary – up to approximately \$25,000 per unit. It is anticipated that the grant may start as soon as September or October of 2022 and remain open for 24 months, if funds are expended sooner the grant will be closed out at that time.

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) references for whom you have provided specification and construction management services. These can be either previous home rehab clients or agency staff.

1. Name: _____ Phone # _____

Size of rehab job(s) _____ Date of completion: _____

2. Name: _____ Phone # _____

Size of rehab job(s): _____ Date of completion: _____

3. Name: _____ Phone # _____

Size of rehab job(s): _____ Date of completion: _____

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.

Please attach a copy of your latest resume of all employees that may work on the project. Outline your qualifications related to the duties and responsibilities listed in Section VII.

4. Describe any experience you have had as a construction worker, contractor, or as a general contractor in the private market. More specifically, describe the kinds and numbers of projects you were responsible for and specifically what you did.

5. Discuss your experience (including number of years' work) writing work specifications.

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

- 7. Please attach a sample set of work specifications that you prepared.
- 8. Demonstrate that you have the capacity and resources to manage the potential work-load.

X. FEES FOR SERVICE

Please provide a per project fee for the following scope of services:

\$ _____ Inspection Fees to include photos or digital image documentation, rehabilitation specifications including incorporation of the RPP Rule, cost estimate, review of bids, attend Project Committee meetings, conduct pre & post construction meetings, completing reports and a minimum of five inspections of work-in-place and completed work.

\$ _____ Hourly charge for miscellaneous services. For example: additional per unit inspections, or other services that may be requested from time to time.

XI. CERTIFICATION

I certify that all of the information presented in this proposal is true and accurate to the best of my understanding. I also certify that I have the authority to submit this proposal (which may result in a contractual relationship with Albany County Rural Housing Alliance, Inc. Voorheesville, New York).

Authorized signature

Date

Print name and title