

REQUEST FOR PROPOSALS  
FOR  
**PROFESSIONAL HOUSING REHABILITATION PROGRAM ADMINISTRATIVE  
AND MANAGEMENT SERVICES**  
TOWN OF BLOOMSBURG, COLUMBIA COUNTY, PENNSYLVANIA

Requested by:

Town of Bloomsburg  
301 East Second Street  
Bloomsburg, Pennsylvania 17815

## REQUEST FOR PROPOSALS-SUMMARY

Date of RFP Publication: December 5, 2014

Contact: William Lowthert  
Town Administrator  
301 East Second Street  
Bloomsburg, PA 17815  
570-784-7123 ext. 121

The Town of Bloomsburg is soliciting proposals from firms and organizations interested in providing services to the Town to undertake a variety of tasks to deliver an Owner-Occupied Housing Rehabilitation Program with emphasis on flood resilience repairs. A full copy of the Town's Request for Proposals can be found at [www.bloomsburgpa.org](http://www.bloomsburgpa.org) or by emailing a request to [wlowthert@bloomsburgpa.org](mailto:wlowthert@bloomsburgpa.org).

Proposals will be accepted until 1 p.m. prevailing time, Monday, January 5, 2015, at which time the submitted proposals will be publicly opened in Council Chambers. Proposals shall be sealed and clearly marked on the outside, "HOME Program and CDBG-DR Owner-Occupied Flood Resilience Rehabilitation Proposals" and submitted to William Lowthert, Town Administrator, Bloomsburg Town Hall, 301 East Second Street, Bloomsburg, Pennsylvania 17815. **Proposals that are faxed or emailed to the Town of Bloomsburg cannot be accepted.**

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL HOUSING REHABILITATION PROGRAM ADMINISTRATIVE  
AND MANAGEMENT SERVICES IN THE TOWN OF BLOOMSBURG  
COLUMBIA COUNTY, PENNSYLVANIA**

The Town of Bloomsburg is soliciting proposals for professional services to undertake a variety of tasks to deliver an Owner-Occupied Housing Rehabilitation Program with emphasis on flood resilience repairs. The scope of work is outlined below and, at the current time, will focus on the delivery of the Town’s Federal HOME Grant of \$1,000,000. Once the Pennsylvania Department of Community and Economic Development (DCED) releases its housing guidelines for the Commonwealth’s allocation of Community Development Block Grant Disaster Recovery Program (CDBG-DR), the Town anticipates applying for and receiving additional funds, allowing us to broaden the flood resilience work. The successful proposer will be expected to assist the Town in the preparation of the CDBG-DR Housing Rehabilitation application to DCED at no additional expense to the Town (except those detailed below).

**SCOPE OF SERVICES**

The selected Consulting and Housing Rehabilitation Managing Agent shall provide all services to ensure the Town is in compliance with all Federal requirements relating to the HOME and CDBG-DR grant administration.

**I. GRANT ADMINISTRATION**

**a. Intake Services**

Complete the required documentation to approve program applicants. This will include, but is not limited to: ownership verification; taxes and municipal services verification; income and employment verification, as per U.S. Department of Housing and Urban Development’s handbook 4350.3, Chapter 5. Confirm the homeowner has the required homeowner insurance and, if in the flood plain, flood insurance verification. Complete preliminary calculations to determine whether the property meets the After Rehabilitation Value for HOME funded projects to ensure it is within published guidelines.

**b. Reports Generate**

Submit all required HOME reports, to include, but not limited to;

- |      |               |   |
|------|---------------|---|
| i.   | HUD-2516      | Contract/Subcontract Activity report;           |
| ii.  | HUD-60003     | Section 3 Summary report;                       |
| iii. | HUD-4710      | Semi-Annual Labor Standards Enforcement report; |
| iv.  | DCED-CCF      | Interest Repayment report;                      |
| v.   | DCED-CCF      | Fair Housing report;                            |
| vi.  | DCED-CCF H001 | HOME Match report;                              |

- vii. DCED-CCF Fiscal Status report;
- viii. DCED-CCF SHPO No Effect Activities report.

Submit all required CDBG-DR reports, to include but not limited to:

- i. CDBG Program Income and Status Report
- ii. MBE/WBE Contract and Subcontract Activity Report
- iii. Section 3 Summary Report (if applicable)
- iv. Labor Standards Enforcement Report
- v. Fiscal Status Report
- vi. Interest Earned on Federal Deposits Record
- vii. CDBG Progress Status Report
- viii. CDBG Flagged Activity Report
- ix. SHPO No Effect Activities Report

### **c. Environmental Review**

Complete appropriate Environmental Review Record and obtain the required Environmental Review Clearance for the grantee. This service will also include the filing of any Request for Release of Funds documents, or any re-certifications as may be required.

Complete the Tier II project documentation for each rehabilitation project, to include, but not be limited to:

- i. Perform a test for radon; perform a visual inspection for asbestos, mold, and methamphetamine.
- ii. Confirm the project location in relationship to the following;
  - Major roadways, limit 1,000 feet;
  - Railways, limit 3,000 feet;
  - Airports, limit 15 miles; and take the appropriate action as required.
  -
- iii. Consult with State Historic Preservation Office. Submit required documentation to the State Historic Preservation Office (SHPO) for historic clearance for all proposed projects. Take the appropriate action should the home be within an established historic district or if the work falls outside the No Effects list.
- iv. Complete a Pennsylvania Natural Diversity Inventory (PNDI). Obtain a PNDI for each approved project by going to the Natural Heritage web-site and completing the required form and submit it for review. Respond to any of the review agencies request for additional information.
- v. Eight-Step Flood Plain Review

**d. MBE/WBE Section 3 solicitation.**

Actively solicit MBE and WBE general contractors for program participation. Provide all approved general contractors with a list of MBE/WBE approved sub-contractors and material suppliers within the designated Market Area. In addition provide to the approved contractors a list of Section 3 contractors within the Market Area.

**e. Monitoring/Audits/Close Out**

Represent the Town and provide required information to HUD/DCED for all monitoring visits and Audits. Perform grant close-out documents upon the completion of the grant or the four-year grant period, whichever comes first.

**f. Integrated Information and Disbursement system (IDIS)**

Support the Town by setting up projects on the IDIS system, as well as creating payout vouchers and drawing down funds for the Town's disbursement. Upon the completion of the project, close out the project on the IDIS system. At the Town's request provide them with monthly reports from the IDIS system to show grant progress and funds spent to date.

**g. Flood Plain Determination.**

If the property is within the 100-year flood plain take the appropriate action to ensure compliance with the Town's flood plain ordinance.

**h. After-Rehabilitation Value**

Calculate the after-rehabilitation value of the property utilizing the process approved by DCED (for HOME funds only).

**II. REHABILITATION SERVICES**

Rehabilitation Managing Agent shall provide the following services in support of the housing rehabilitation effort:

**a. Contractor Solicitation and Approval**

Contractors within the immediate area (20-mile radius) of Bloomsburg will be sent via first class mail a description of the program, a list of the program's general contractor requirements, and an application for program participation. The application will require the general contractor to provide a minimum of four references. Contact all references provided, and ensure contractor has required insurance in place. Confirm the contractor is registered with the Pennsylvania Attorney General's office and can qualify with other criteria the Town has adopted for contractor participation.

## **b. Rehabilitation Management**

Conduct an inspection of the dwelling to identify all code violations and deficiencies and all major health and safety items as per the HOME requirement. Create a work write-up and project cost estimate. The work write-up must be in sufficient detail to determine the required rehabilitation work to include installation methods and materials. In addition to addressing code deficiencies, the work write-up must also address all major health and safety issues within the dwelling and specify flood resilience measures that may be incorporated. The inspection of the dwelling must include all major systems to include, but not be limited to: structural support, roofing, exterior weatherproofing item, windows, doors, siding, gutters and downspouts. It must also include inspection of the dwelling's electrical system, plumbing, and HVAC systems. This inspection must determine if these systems have a five (5) year useful life or longer. Those systems determined to not have a five (5) year useful life shall be replaced.

Review the work specification with the homeowners and upon the homeowners' approval of the work write-up prepare a bid package and put the project out to bid via first class mail notifying all approved contractors of the date and time of the mandatory site walk thru. Contractors may request a work write-up prior to the walk-thru, which will be mailed to the contractor.

Conduct a walk-thru to address any contractor questions or issues. If any changes, additions, deletions, or modifications of the work write-up occur, an Addendum will be issued to those contractors that attended the walk-thru. If an Addendum is issued then the original work write-up and the Addendum become the project bid documents. Award to the qualified bidder following program award guidelines.

Monitor project progress, make contractor payments, review and approve change orders, do a minimum of three progress/final inspections, and process final project paperwork. For each visit keep Field Notes as to the progress of construction and document any problems.

Upon the completion of the project, send a warranty letter to the homeowners with their contractor's contact information, a Certification of Final Inspection, and the contractor Warranty Form. The Certification of Final Inspection is signed by the homeowners indicating they approve the final payout and accept the work provided. The contractor Warranty Form is signed by the contractor indicating he/she has provided the homeowners with all relevant warranty information.

## **III. ADDITIONAL SERVICES**

The Rehabilitation Managing Agent shall also provide the following services to support the rehabilitation effort:

### **a. Lead-Based Paint**

As part of the housing rehabilitation work, the town must assure lead hazards are reduced throughout the home and that contractors are in compliance with “safe work practices.” Therefore, all testing, initial risk assessment, and the final clearance examination must meet the criteria as set forth in 24 CFR part 35. These services to include conducting a lead-based paint inspection with an XRF (x-ray fluorescent analyzer) approved for use on HUD funded projects and conducting a lead-based paint risk assessment with a Certified Risk Assessor. The Risk Assessor shall take a minimum of two (2) dust wipes per room. These dust wipes, together with a chain of custody form, must be sent to an EPA National Lead Laboratory Accreditation Program (NLLAP) approved laboratory for analysis. The results of this analysis shall be incorporated into the work write up, with the lead-based paint related work identified. Together with the results of the dust wipe analysis, both friction and impact surfaces must be addressed.

Coordinate any lead-based paint work into the work specification and identify it as such. Include detailed instructions as to what procedures must be followed while performing this work.

Confirm all approved contractors are registered with the EPA and either have a certified renovator on staff or have one on site when required. Confirm which employees have either HUD’s Lead Safe Work Practices, or the EPA’s Renovate, Repair, and Painting training. Only these employees may work on lead work associated with the project.

Upon the completion of all lead-based paint related work, conduct a Clearance Examination after the contractor has completed his/her required cleaning. This examination will include a visual inspection of the work site as well as the taking of dust wipes, a minimum of two (2) in four (4) rooms, as well as testing one (1) hall way, and one (1) egress area. These dust wipes must also be sent to an NLLAP approved laboratory for analysis. The clearance examination must be passed prior to final payment.

The person performing this service must be a Certified LBP Risk Assessor meeting the following criteria:

- i. Complete training from an accredited training provider, within the state of Pennsylvania:
  - 24-hour course for lead-based paint inspector, and
  - 16-hour course for risk assessor
- ii. Pass the required third party examination.
- iii. Maintain refresher training requirement.

As part of the housing rehabilitation lead paint safe work practices, active documentation must be completed showing compliance of safe work practices by:

- i. Obtaining a minimum of twelve (12) photographs of the contractor utilizing safe work practices, and
- ii. Conducting a minimum of one (1) on-site visit when lead-based paint work is being performed and document that safe work practices were observed.

**b. Electrical Inspections**

Obtain the services of a state certified electrical inspector to perform the following:

- i. Electrical deficiency report. Conduct an inspection of the dwelling and identify all electrical deficiencies needed to be addressed in order to bring the home within code compliance electrically. Issue a report to the rehabilitation assigned specialist.
- ii. Conduct a final electrical inspection. Upon the completion of all electrical work inspect all work performed, either as originally bid or as identified via a change order. Once the work is approved, issue a compliance notice and a compliance certificate or notice must be received. The final electrical inspection must be passed prior to final payment.

**c. Heating Inspection**

Obtain the services of a qualified third party heating technician to inspect the dwelling's heat plant and the associated heating distribution system. If the unit is to be replaced, complete a heating calculation for the dwelling and properly size the replacement unit. The heating technician will also evaluate any habitable room(s) without heat for the installation of electrical baseboard heat and thermostat. The heating technician will also size the baseboard unit. If the heating unit is not replaced the heating technician will recommend a service call be performed and any necessary repairs or modifications to the system be made. As part of the service call, an operating efficiency report for the unit will be required.

SCHEDULE AVAILABILITY

The successful professional consultant is expected to begin the project as soon as a contract is awarded. Please confirm in your submittal this ability.

PROPOSAL SUBMITTAL

Three copies of the proposal packet shall be submitted to: William Lowthert, Town Administrator, Bloomsburg Town Hall, 301 East Second Street, Bloomsburg, Pennsylvania 17815. All proposals shall be sealed and clearly marked on the outside, "HOME Program and CDBG-DR Owner-Occupied Flood Resilience Rehabilitation Proposals". **Proposals that are faxed or emailed to the Town of Bloomsburg cannot be accepted.**

Questions regarding these proposals should be directed to William Lowthert, Town Administrator, Town of Bloomsburg, 301 East Second Street, Bloomsburg, Pennsylvania 17815, telephone (570) 784-7123 ext. 121 or [wlowthert@bloomsburgpa.org](mailto:wlowthert@bloomsburgpa.org).

The selected consultant will be required to enter into a Professional Services Agreement with the Town of Bloomsburg that will incorporate the information contained in this document, as well as the consultant's proposal and all federal requirements associated with the HOME Grant Program and the Community Development Block Grant Disaster Recovery Program as administered by PA DCED. The final scope of service in the agreement may incorporate revisions mutually agreed by the Town and the selected consultant. The Town of Bloomsburg reserves the right to select or reject any and all proposal packages submitted.

### PROPOSAL EVALUATION

Three (3) copies of the proposal must be submitted to:

William Lowthert, Town Administrator  
Bloomsburg Town Hall  
301 East Second Street  
Bloomsburg, PA 17815

Proposals must be received no later than 1 p.m. prevailing time, Monday, January 5, 2015, at Bloomsburg Town Hall, at which time the proposals will be publically opened. Proposals that are faxed or emailed to the Town of Bloomsburg cannot be accepted.

Proposals will be reviewed and evaluated by the Town of Bloomsburg. The selection of a firm shall be based upon a review of proposals provided in response to this RFP in accordance with the applicable HOME and CDBG-DR regulations. Evaluation will consider, but not necessarily be limited to, the following:

- Capability to perform all aspects of the project and experience with similar projects;
- Key personnel's professional qualifications and experience and availability to undertake the tasks as outlined above; their reputation and professional integrity and competence;
- Current workload and demonstrated ability to meet the aggressive schedules or deadlines detailed in this RFQ;
- Quality of projects previously undertaken and demonstrated ability to complete projects without having major cost escalation or overruns;
- Cost of the proposed services;
- Qualifications and experience of outside consultants regularly engaged by the consultant under consideration. Please detail those consultants in your proposal submittal;

- Effective community involvement/public relations experience;
- Familiarity with the requirements of the HOME Program;
- Familiarity with the requirements of the Community Development Block Grant Program and the CDBG-DR program;
- MBE/WBE and Section 3 participation;
- Equal Employment Opportunity.

REQUIRED INFORMATION

- (1) Each firm shall provide sufficient information to demonstrate compliance with all qualification information aforesaid;
- (2) An availability schedule must be included with these proposals;
- (3) Each firm shall provide a minimum of three references where similar services have been performed during the past five years. These projects should be similar in scope and scale. Please include contact information for each project referenced;
- (4) Please provide copies of Resume/CV for principal project personnel from the primary firm and any teaming partners;
- (5) Please provide qualification information for teaming partners associated with your proposal package;
- (6) Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

OTHER IMPORTANT INFORMATION

The Town of Bloomsburg reserves the right to accept or reject any and all proposal packages or waive any irregularities. In addition, the Town reserves the right to negotiate contract terms and fees prior to contract award or if conditions of the agreed upon scope of services changes. In addition, the following Proposal Summary Form must be completed in its entirety and submitted as part of each copy of the proposal submitted to the Town for consideration.

**PROPOSAL SUMMARY FORM**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PRICING SUMMARY

	HOME	CDBG DR
I. Grant Administration		
a. Intake	\$_____ per unit	\$_____ per unit
b.-h.	\$_____ lump sum	\$_____ lump sum
II. Rehabilitation Service		
a. Contractor Solicitation	\$_____ lump sum	\$_____ lump sum
b. Rehabilitation Management	\$_____ per unit	\$_____ per unit
III. Additional Services		
a. Lead-Based Paint	\$_____ per unit	\$_____ per unit
b. Electrical Inspector	\$_____ per unit	\$_____ per unit
c. Heating inspector	\$_____ per unit	\$_____ per unit

I, \_\_\_\_\_, an authorized representative of the above named company/organization, have reviewed and understand the Town of Bloomsburg's Request for Proposals, and I am prepared to provide the required services for the above costs.

\_\_\_\_\_

(CORPORATE SEAL)