

# **REQUEST FOR QUALIFICATIONS FOR HOME INSPECTORS TO PERFORM INSPECTIONS ON RESIDENTIAL PROPERTY TO BE ACQUIRED UNDER THE NEIGHBORHOOD STABILIZATION PROGRAM**

## **Purpose of Request for Qualifications**

The Northwest Georgia Regional Commission (NWGRC) is administering and implementing the Neighborhood Stabilization Program (NSP3) on behalf of five counties (Bartow, Floyd, Gordon, Walker and Whitfield). The NWGRC Neighborhood Stabilization Program 3 will be administered through May 2014.

One of the activities in this program involves the acquisition, rehabilitation and resale of abandoned and foreclosed properties. These properties must be sold to low, moderate and middle income families whose annual household income is at or below 120 percent of the Area Median Income (AMI). NWGRC anticipates acquiring 8-12 properties in the first round of acquisitions. Subsequent acquisitions will be made with proceeds from sales. Therefore, the number of additional homes to be acquired will depend on the success of the marketing program.

NWGRC is looking to engage qualified home inspectors to perform surveys of these properties. This solicitation is designed to enable NWGRC to develop a pool of inspectors best suited to provide the services at the most competitive costs. Selection will be made by NWGRC and the NSP Committee. NWGRC reserves the right to reject any or all responses not deemed acceptable. Selection will be based on the qualifications of the inspector to perform the services outlined below as well as on the estimated fees provided in the response. Ultimate award of contracts will be made to those inspectors deemed to be most responsive and responsible.

## **QUALIFICATIONS OF INSPECTOR**

The inspector must possess the following minimum qualifications. Responders who do not meet these qualifications will not be considered.

1. Hold a current license to complete home inspections in the State of Georgia.
2. Not be debarred from conducting business with the State of Georgia.
3. Posses a current business license where required by local law.
4. Have appropriate professional liability, general liability and worker's compensation insurance in force.

## **ROLE OF INSPECTOR**

The inspector should have considerable experience in performing inspections of residential property. Responsibilities include, but are not limited to:

1. Perform complete home inspections of residential real estate.
2. Recommend repairs needed to bring the property up to local, state and national building codes.

3. Recommend repairs needed to enhance the marketability of these properties.
4. Estimate cost of all needed repairs.

### **RESPONSE DATE**

One original of the submittal must be delivered to P.O. Box 1798 Rome, GA 30162. The address for overnight delivery is 1 Jackson Hill Drive, Rome, GA 30162. In addition, an electronic copy of the submittal must be sent to [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org)

Inspectors are encouraged to respond by date TBD.

Any response may be withdrawn or modified prior to acceptance.

### **Administrative Guidance**

This RFP is designed to provide interested respondents with basic information to submit a proposal that will meet the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFP. NWGRC may award a contract based on the proposals received without further discussion of such proposals. NWGRC will not be responsible for any costs associated with the preparation of responses to this RFP. If you should have any questions about this RFP, please contact Michael M. Miller, NSP Manager at 706-295-6485 or [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org).

### **Required Submittals**

A complete response shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to NWGRC and the inspector's commitment to the program and time schedule.
2. Name and contact information (including contact person and email address) of the organization submitting the response.
3. Specific Details of Proposed Services
  - a. Evidence of each of the qualifications listed under Qualifications of Inspector, including but not limited to copies of licenses and certificates of insurance.
  - b. A detailed description of experience in inspecting residential property.
  - c. A description of your firm including numbers of professional and support staff, respectively.
  - d. Proposed turn-around time for completion of the inspection after receipt of request for an inspection.
  - e. Three references with contact information.
  - f. Proposed rate per inspection.
4. Disclosure of any business or familial relationship with the NWGRC staff or Board of Commissioners.
5. Any additional information the respondent feels will strengthen the submittal
6. The following statement -

“The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge.”

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Evaluation Criteria**

Each respondent should follow the above required format. All submittals will be carefully considered by and will be rated according to the following criteria:

Experience in inspecting property of this type. (10 points)

Ability to perform on a timely basis. (10 points)

Compensation being requested. (10 points)

Total possible points = 30

This numerical representation will indicate, based on the responses submitted, the best qualified, most responsive and most responsible proposer. **HOWEVER, NWGRC ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY NWGRC OR ANY SELECTION PANEL TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, NWGRC RESERVES THE RIGHT TO REJECT ANY OR ALL RESPONSES.**

### **Timeline**

RFQ posted on Website - TBD

RFQ advertised each county's legal organ - TBD.

Responses due - TBD