

# REQUEST FOR QUALIFICATIONS

## FOR HOUSING ACQUISITION, RELOCATON, DEMOLITION CONSULTANT/REHABILITATION SPECIALIST

### WISE COUNTY, VIRGINIA

#### **Project Description**

The County of Wise, Virginia has been awarded CDBG Urgent Need grant funding through the Virginia Department of Housing and Community Development, to address housing rehabilitation and substantial reconstruction needs in and Wise County with damages resulting from winter storm events in February/March 2015.

The County is soliciting statements of qualifications from individuals and firms interested in providing housing Acquisition, Relocation, Demolition Consultant/Rehabilitation Specialist technical services in the implementation of this Community Development Block Grant project. The Consultant/Specialist's services will include assistance to the County in the implementation and completion of all housing acquisition, relocation, demolition, and rehabilitation activities in the project area.

#### **Scope of Services**

The Consultant/Specialist shall be responsible for the following tasks. There may be additional tasks to be provided that are not listed below but are consistent with the services to be provided.

- 1) Perform initial inspections;
- 2) Perform lead-based paint risk assessments, if needed;
- 3) Perform asbestos testing, if needed;
- 4) Prepare project specifications and drawings;
- 5) Prepare final project cost estimates;
- 6) Prepare bid documents;
- 7) Solicit qualified contractors;
- 8) Pre-qualifying contractors, as needed;
- 9) Moderate the bidding process including the pre-bid conference, bid opening and recommendation of contract award;
- 10) Moderate the construction process including the pre-construction conference, one progress inspection (50%), a final inspection, payment authorizations, developing a punch list, and submitting the certification of final completion;
- 11) Initiate any required change orders; and
- 12) Assist with resolution of disputes and complaints.

A comprehensive list of Acquisition, Relocation, Demolition Consultant and Rehabilitation specialist Services is as follows:

#### **A. Housing Rehabilitation Specialist Services**

- a. Coordinate activities with COUNTY and LENOWISCO Planning District Commission
- b. Make a detailed inspection using HUD Section 8 and DHCD Supplemental Standards and prepare a specific rehabilitation scope of work for the 10 houses.
- c. Make an estimate of probable construction cost for each house.
- d. Coordinate with the owner and/or occupant on improvements needed and recommended under

the program. Design rehabilitation scope taking into consideration minimum HUD Section 8 Housing Quality Standards, DHCD Supplemental Standards, and budget.

- e. Prepare rehabilitation technical specifications, plans and bid documents for each house in sufficient detail to document the scope of rehabilitation work and allow competitive firm price bidding by contractors. Plans shall be clear, at approximate scale, with adequate details and notations to document the rehabilitation to be performed.
- f. Bid packages to be prepared to allow separate bids for each house; however, it is anticipated that the houses typically will be bid in groups of four (4). Bid packages shall be completed within 30 working days after completing inspections.
- g. Conduct a pre-bid conference for each group of houses; review requirements and scope of work with prospective bidders, conduct a walk-thru of each house with prospective bidders.
- h. Review and evaluate bids to determine accuracy and reasonableness, and recommend award of contracts for rehabilitation construction.
- i. Conduct a pre and post blower door test on each house being rehabilitated.
- j. Conduct lead-based paint clearance testing on each pre-1978 house after construction is completed and provide results to owner and Project Manager.

#### B. Project Inspection Services

Provide construction phase services during rehabilitation work to include the following:

- a. Coordinate and communicate with contractors and owners on interpretation of bid documents and scope changes. Negotiate and prepare any needed change orders.
- b. Make periodic visits to observe work for compliance with bid documents (A minimum of one visit per week per house documented by site visit reports). Consultant's efforts will be directed toward providing a greater degree of confidence for the COUNTY that the completed work of Contractor(s) will conform to the Contract Documents, but Consultant shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents.
- c. Resolve informal complaints on-site in consultation with Project Manager. Report any unresolved complaints to the COUNTY.
- d. Project closeout to include the final inspection for compliance with bid documents, and Section 8 Housing Quality Standards and a signed owner acceptance form.

#### C. Home Maintenance Education Program

The Consultant shall assist the Project Manager with preparing and presenting, the COUNTY's Outreach and Home Maintenance Education Program. The COUNTY's program shall cover the following areas:

- 1. Home Systems Maintenance (e.g. furnace, water heater, plumbing, electrical and drainage); How they work, preventive maintenance, common problems and solutions will be included.
- 2. General Housekeeping Procedures, routine seasonal and annual cleaning and maintenance of the unit, when and how to clean. Identify material, techniques, and detergents to use.

#### D. Acquisition, Relocation, Demolition Consultant Services

The Consultant will provide technical assistance to the Town in the implementation of all acquisition, relocation, and demolition activities in the Wise County Urgent Need Housing Project Area. Assistance by the Consultant would consist of the following work items to implement these activities:

##### 1. Acquisition Activities

The Town is responsible for the acquisition of all real property within Wise County Urgent Need Housing Project Area needed to carry out project activities, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. **The Consultant will:**

- a. Identify the properties to be acquired and provide the parcel tax map references to the Town Attorney in order that he can complete title searches to properly identify all parcel owners. Establish a separate acquisition file for each property to be acquired.
- b. Issue Preliminary Acquisition Notices to each property owner in the Wise County Urgent Need Housing Project Area and invite the owners to participate in their respective appraisals, the "When a Public Agency Acquires Your Property" brochure will be included with all letters mailed via certified mail with return receipt or documented hand delivery. A copy of the notice, brochure and return receipt are to be placed in the acquisition file.
- c. Direct the appraiser in preparing an Invitation to Accompany, which advises the property owner, as to the time the appraiser will visit the property and invite the property owner to accompany the appraiser during a site visit. The Invitation must be sent by certified mail with return receipt or hand delivered obtaining a signature of receipt from the property owner. A copy of the issued Invitation, brochure and return receipt are to be provided to the Town for placement in the official file.
- d. Assist the Town to schedule and direct the appraiser to establish just compensation. Secure a review appraisal by an individual with DPOR license or VDHCD depending on the value established by the original appraisal.
- e. Prepare a written Statement of the Basis for the Determination of Just Compensation and a Written Offer to Purchase for dissemination by the Town to send to property owner by certified or registered mail and return receipt or documented hand delivery.
- f. Assist the authorized Town representative in negotiating the sale.
- g. Assist the Town Attorney in his preparation of contract of sale and Statement of Settlement Costs, as required, to ensure the contract and Statement complies with all federal and state requirements.

##### 2. Relocation Activities

Residential relocation activities, if needed, would be carried out in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, the Housing and Community Development Act of 1974, as amended, and the Town's Residential Relocation Assistance Plan. The Consultant would serve in such support capacity as needed by the Town, including:

- a. Complete an individual interview with each household targeted for relocation to determine current household composition, relocation needs, current housing expenses, etc.
- b. Establish a relocation file for each displaced household, which is separate from the acquisition file for the household's original housing unit.
- c. Prepare and assist in the timely dissemination of relocation notices including Notice of Relocation Eligibility, Relocation Assistance to Displaced Homeowners, Relocation Assistance to Displaced Tenants, and 90-Day / 30-Day Notices to Vacate.
- d. Assist the Town in identifying one (1) to three (3) comparable replacement units.
- e. Prior to referring the replacement units to the household, conduct (or coordinate with local building official to conduct) inspections of the chosen replacement units to determine that such units are safe, sanitary, and decent and that they are functionally equivalent to the acquired unit. Document the inspection using the Section 8 Housing Quality Standards inspection form.
- f. Determine the amount of relocation benefit each displaced household is eligible for based on

their income status, housing cost of displaced unit, and cost of replacement unit.

g. Coordinate moves and payment of permanent relocation expenses by the Town in accordance with the Residential Moving Expense and Dislocation Allowance Payment Schedule or documented actual moving cost.

### 3. Demolition Activities

- a. Assist the Town with development of bid and contract documents necessary to carry out demolition activities specified in the grant agreement.
- b. Assist the Town with the procurement of a demolition contractor.
- c. Coordinate and monitor completion of all demolition activities with the Town.

## Proposal Requirements

The following information should be included in the Statement of Qualifications:

- 1) A detailed outline of the tasks proposed to achieve the identified outcomes
- 2) A timetable for completion of the identified tasks
- 3) A minimum of three (3) references

Statements of Qualifications should not include estimates of costs or man-hours to perform the desired services.

## Selection Criteria

The criteria for review of qualifications statements and selection of a firm will include:

- Experience with CDBG housing rehabilitation and substantial reconstruction programs (20 points of 100)
- Qualifications and experience of individuals assigned to the project (20 points of 100)
- Localities for which similar services have been performed (20 points of 100)
- Anticipated time for completion of an average rehabilitation contract (20 points of 100)
- Ability to maintain accurate records and provide information to appropriate officials (10 points of 100)
- Strength of references (10 points of 100)

## Selection Process

Statements of Qualifications will be evaluated based on the criteria contained herein by a selection committee. Interviews will be conducted with at least two of the top-ranked firms, with the final selection based upon those interviews. The highest ranked Offeror will enter into contract negotiations, and a final scope of services, amount and method of compensation will be determined. If a mutually acceptable contract for services cannot be successfully negotiated, the committee will commence negotiations with the next highest ranked Offeror, and continue until a contract is successfully negotiated. The County reserves the right to reject any or all proposals and to negotiate with the most qualified respondent.

The County of Wise, Virginia is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. Minority Owned Business Enterprises and Female Owned Business Enterprises are encouraged to submit. By submitting this statement of qualifications, the respondent certifies that it does not and will not, during the performance of this contract, violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

**Submittal of Statements of Qualifications:**

Offeror(s) will provide three (3) final copies of all produced documents to the County and will provide them in full digital format (.pdf format favored). The County will retain all copyrights to all materials produced.

The County has organized a questions submission period for all questions regarding this Request for Qualifications. The deadline to submit questions is Friday, January 11, 2019. All questions will be answered and returned to all interested parties by Tuesday, January 15, 2019.

All Statements of Qualifications should be submitted to Mr. Michael Hatfield, County Administrator, Post Office Box 57, 206 W. Main Street, Suite 223, Wise, Virginia 24293. Statements must be received by 4:00 PM on Friday, February 1, 2019, in order to be considered. Late proposals will not be considered.

Additional information may be obtained from Mr. Hatfield at [countyadministrator@wisecounty.org](mailto:countyadministrator@wisecounty.org), or by calling (276) 328-2321, or from Rebecca Crockett, Director of Project Development, LENOWISCO Planning District Commission, at [rcrockett@lenowisco.org](mailto:rcrockett@lenowisco.org), or by calling (276) 431-2206.