



**REQUEST FOR QUALIFICATIONS AND QUOTES (RFQQ)
HOUSING REHABILITATION CONSTRUCTION MANAGEMENT and INSPECTIONS
Federal Grants Programs - Procurement of Professional Services
Solicitation Number: 2052018.1**

The East Baton Rouge Redevelopment Authority (“EBRRA”) is soliciting competitive sealed qualifications-based proposals in the form of written statements of qualifications and quotes from contractors or other agencies/organizations which currently perform or are qualified to perform construction management services and inspections. The successful entity will be expected to conduct inspections and provide construction management, including but not limited to, contractor oversight and on-site construction management services, for residential properties (single-family and multi-family) and/or affordable housing units in cases where United States Housing and Urban Development (HUD) funding will be used or has been used to rehabilitate and/or construct housing for low to moderate households, as further outlined in the scope of services herein.

Introduction

The East Baton Rouge Redevelopment Authority (EBRRA) was created by the 2007 Louisiana Legislature. EBRRA is governed by a five-member Board of Commissioners, appointed by the Mayor-President, the Baton Rouge Area Foundation, and the Baton Rouge Area Chamber. The EBRRA’s goals are to transform the quality of life for all citizens, foster redevelopment in disinvested areas, facilitate partnerships, create a vibrant, competitive community, and preserve and enhance a sense of place in East Baton Rouge Parish.

In the spirit of the aforementioned goals, EBRRA entered into a Cooperative Endeavor Agreement (CEA) with the City of Baton Rouge, Parish of East Baton Rouge Office of Community Development (OCD) to provide grant administration services for the OCD’s HUD Community Planning and Development (CPD) grant programs, specifically the Community Development Block Grant (CDBG) program and the Housing Opportunities Made Equal (HOME) program.

Point of Contact

All questions pertaining to this RFQQ shall be addressed to:

Tasha S. Saunders
Grants Administrator
East Baton Rouge Redevelopment Authority
620 Florida Street, Suite 110
Baton Rouge, LA 70801
Telephone: (225) 387-5606
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1.0 REQUEST FOR QUALIFICATIONS AND QUOTES INSTRUCTIONS

This Request for Qualifications and Quotes (RFQQ) is for construction management and inspection services of housing units funded by HUD's CDBG or HOME grant funding. The construction monitoring service providers should have extensive knowledge of assessing properties and general rehabilitation of residential properties (single- and multi-family).

All responses to this RFQQ should be submitted in writing, via email, mail, or hand-delivery and include all requested information and documentation requested herein, no later than the established deadline for submission. If submissions are mailed or hand delivered, the envelope must be sealed, include the following notation on the envelope:

Company Name
Request for Qualifications and Quotes
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Deadline for Submissions: Friday, April 13, 2018.

2.0 APPLICABILITY

By submitting qualifications and quotes to the EBRRA, contractors, agencies, firms, and/or organizations doing so, (hereinafter "Entity") are automatically agreeing to abide by all terms and conditions listed herein, detailed in any ensuing contract, and outlined by any applicable terms and conditions governing HUD funding.

3.0 RESERVATION OF RIGHTS

EBRRA reserves the right to:

- 3.1. Reject any or all submissions, to waive any informality in the RFQQ process, or to terminate the RFQQ process at any time, if deemed by the EBRRA to be in the best interest of the EBRRA;
- 3.2. Terminate a contract awarded pursuant to this RFQQ at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful Entity;
- 3.3. Determine the days, hours and locations that the successful Entity shall provide the items or services called for in this RFQQ;
- 3.4. Reject and not consider any submission that does not, in the opinion of the EBRRA, meet the requirements of this RFQQ, including but not necessarily limited to incomplete submissions offering alternate (not including "or equal" items) or non-requested items or services.

4.0 ENTITY RESPONSIBILITY

Entity must carefully review and comply with all instructions provided herein and/or provided within any named attachments. Entity must submit all required documentation and information no later than the established deadline for submission noted herein.

5.0 SUBMISSION COSTS

There shall be no obligation for EBRRA to compensate any Entity or prospective Entity for any costs associated and/or with responding to this RFQQ.

6.0 HOLD PRICES/NON-ESCALATION

By submitting a response, and whereas the quote submitted is a firm-fixed quote, each Entity thereby agrees to "hold" or not increase the proposed quote prices during the term of the work. Entity also acknowledges and understands that due to Federal grant regulations, any contracts entered into

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agreement by any party expending federal grant funds shall not be a “cost plus” agreement and/or contract.

7.0 CONTRACT

EBRRA will procure the applicable goods or services by issuance of a contract.

- 7.1. If a contract is completed pursuant to this RFQQ, and unless otherwise instructed in writing by EBRRA, the award shall be made to the Entity whose business services guarantee completion of the entire scope of services AND whose services are most advantageous to EBRRA.
- 7.2. By submitting a response to this RFQQ, the Entity understands any ensuing contracts are governed by State and local procurement guidance, EBRRA procurement guidance (www.ebrra.org) and applicable Federal law and standards identified in 24 CFR Part 85. Copies of each will be provided upon request.
- 7.3. The ensuing contract will last for a two (2) year period or until the final home within that period is completed. The amount of properties cannot be determined at this time. Services will be rendered for both CDBG and HOME funded projects.

8.0 ASSIGNMENT OF PERSONNEL

EBRRA shall retain the right to request and receive a change in personnel assigned by the successful Entity to provide services to EBRRA if it is the belief of EBRRA that such change is in the best interest of EBRRA and/or the completion of the work or provision of the items.

No substitution of principal personnel included in the response may occur without prior written approval from EBRRA. Replacement for principal personnel under the ensuing contract must have the equivalent professional qualifications and experience as those listed in the Entity’s response. The Entity must submit, in writing, the professional qualifications and experience for approval within ten (10) working days prior to any anticipated replacement.

9.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED

The Entity shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQQ (including: but not limited to, selling or transferring the ensuing contract) without the prior written consent of EBRRA. Any purported assignment of interest or delegation of duty, without the prior written consent of EBRRA shall be void and may result in the cancellation of the ensuing contract with EBRRA.

10.0 LICENSING AND INSURANCE REQUIREMENTS

Prior to award (but not as a part of the Entity’s submission) the Entity will be required to provide:

- 10.1. An original certificate evidencing Entity’s current industrial (Worker’s Compensation) insurance carrier and coverage amount;
- 10.2. An original certificate evidencing General Liability coverage, naming EBRRA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of EBRRA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible not greater than \$1,000;
- 10.3. An original certificate showing the Entity’s automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of the ensuing contract, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000;
- 10.4. A copy of Entity’s business license(s) allowing Entity to provide such services within the jurisdiction of the Parish of East Baton Rouge, Louisiana;

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11.0 SCOPE OF SERVICES

The following scope of services presents the minimum that will be required:

Initial Housing Inspection and Analysis:

- Upon request of EBRRA, perform a preliminary inspection, including a lead-based paint inspection, of the property using the HUD Housing Quality Standards and the applicable HUD forms or checklists. All project sites will be identified on case-by-case basis as applicants are deemed eligible by EBRRA.
- Prepare a work write-up inspection report identifying items that must be repaired or replaced. The status following items shall be included in every initial inspection report:
 - Structural Soundness and Integrity (including rotted or deteriorating materials and those impacted by termites or other wood-boring insects).
 - Siting of the structure and its relationship to water penetration that may impact structural integrity.
 - Appropriate kitchen facilities including a sink and means of cooling and heating food to healthful standards.
 - If the structure has an attached garage, appropriately-rated fire wall between garage and living areas.
- Determine whether or not the homeowner will need to evacuate the residence during period(s) of rehabilitation.
- Identify any code violations and estimated cost of repairs for violations that will need to be remedied prior to and rehabilitation work performance.
- Prepare cost estimates for rehabilitation (preferably using Xactimate software) using industry standard pricing.
- Work with EBRRA to prepare the Contractor Request for Proposal (RFP) based on scope of work identified during preliminary housing inspection.
- Work with EBRRA to review bids submitted by prospective rehabilitation contractors and subsequently provide recommendations for contractor selection.

Construction and Rehabilitation Inspections and Analysis:

- Upon Contractor Selection, work with homeowner(s) and prospective contractor(s) to schedule a walk-thru of the property that has been selected for rehabilitation.
- Upon completion of walk-thru, work with Contractor and homeowner to sign the contract and schedule a work initiation date.
- Conduct on-site scheduled monitoring inspections during rehabilitation. The number of inspections will depend on the size of the project. Written findings should be reported to EBRRA upon completion of the inspection.
- Conduct on-site unscheduled monitoring inspections during rehabilitation inspecting contractor workmanship, quality, and timeliness. Details of this inspection do not require the same formality as on-site scheduled monitoring inspections; however, written findings during unscheduled inspections should be reported to EBRRA upon completion of the inspection.
- Based on findings during all inspections conducted during rehabilitation, determine potential delays and/or other issues which might adversely affect the interest of the homeowner and EBRRA.
- Based on findings during all inspections, prepare and deliver to EBRRA a notice of Contractor noncompliance which shall include, when appropriate, based on repeated findings or the nature of the noncompliance, a recommendation for removal of Contractor from the EBRRA “Vetted Rehabilitation Contractor List”.

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Drawdown Inspection Reports/Verification

- Upon EBRRA receipt of progress payment request, perform progress payment inspection and determine project status using a form acceptable to EBRRA.
- Upon completion of progress payment inspection, recommend approval or denial of progress payments.
- Determine whether the work completed at the time of application for payment is in substantial compliance with the plans and/or specifications and other construction documents and in compliance with standards of good workmanship.
- Determine the sufficiency of the remaining hard cost funds to complete the improvements.
- Determine the sufficiency of the retainage amount and adherence to the terms of the construction contract retainage provision.
- Generate punch list towards the end of the project.
- Perform final inspection and acceptance of work performed and issue final inspection report. Verify all items on the punch list are addressed prior to final payment.
- Approve final payment to contractor prior to disbursement.

Construction Management

- Perform contractor oversight and provide on-site construction management services on behalf of EBRRA during the life of each rehabilitation project and HOME project.
- Coordinate/schedule site meetings when necessary upon request by homeowner, contractor, EBRRA or when deemed appropriate based on findings during an inspection.
- Inspect contractor workmanship and quality during and upon completion of the project.
- Determine whether the on-site stored materials appear to be adequately stored and protected, and put contractor on alert for any potential inadequate safety and/storage measures.
- Prepare and maintain inspection related documentation which shall include, but not be limited to, periodic reports with corresponding inspection dates, written memo and/or notice(s) to contractors of non-compliance, logs, and photos and/or drawings as necessary.
- Determine appropriateness and cost reasonableness of scope and budget for any change orders submitted by contractors.
- Monitor techniques utilized for lead-paint abatement and containment, when necessary.
- When necessary, ensure the contractor is compliant with Davis Bacon requirements, including verification that all Davis Bacon signage is appropriately displayed and all work environments meet the Davis Bacon minimum employment requirements.
- Ensure that all federal, state, and local project permit and code requirements are followed.
- Work with EBRRA to develop a rehabilitation construction contract template which should contain, at a minimum, the following information per project:
 - Scope of work, including plans and specifications;
 - Time for performance of the work, including grounds for delay and changes to the contract;
 - Insurance policy limits, lien waivers, equal employment opportunity requirements;
 - Standards of workmanship, warranties, and defects after completion;
 - Method of compensation;
 - Permits, licenses, and surveys required for the work;
 - Conditions for terminating the contract.
- Provide assistance with all disputes between contractor and property owner or any other party that may be involved with the transaction to support the home inspection.

11.1. Property Description

Project sites will be identified by EBRRA on a case-by-case basis. All properties assessed will be

EAST BATON ROUGE REDEVELOPMENT AUTHORITY

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located within the Parish of East Baton Rouge. EBRRA will provide site addresses once the specific site to be reviewed is identified.

11.2. Scheduling Of Inspections

The Entity will be responsible for scheduling all inspections in accordance with industry best practices and standards. The Entity selected will be responsible for telephone, vehicle, insurance and other costs associated with performance of monitoring and inspection services.

11.3. Inspection Standards

The successful Entity must comply with the United States Department of Housing and Urban Development (HUD) Housing Standards; Lead-Based Paint Regulations at 24 CFR Part 35, Subparts A, B, M, and R; Section 8 Existing Housing Program HUD 605-H, and the Inspection Checklist (HUD-52580) and all applicable Local and State Building and Construction Codes.

11.4. Deliverables

The Entity will be responsible for submitting any inspection related documents prepared in connection with inspections conducted on behalf of EBRRA, including but not limited to, preliminary, progress and final inspection reports.

12.0 QUALIFICATIONS SUBMISSION REQUIREMENTS

Entity shall submit a thoughtful, clear and well-organized package that meets the required Evaluation Criteria detailed herein and includes all of the following required information:

- 12.1. Statement of Interest: Formal statement of interest for the project including full contact information (Registered Company Name and DBA Name, if applicable, Address, Telephone Number and Email Address). When applicable, the name and title of the individual authorized to negotiate the written agreement terms and make binding commitments shall be included.
- 12.2. Experience and Expertise: Names of all personnel who will be assigned to work with EBRRA. Include qualifications and expertise highlighting personnel's experience with similar projects.
- 12.3. Proposed Timeline and Deliverables: Description of the Responsive Entity's resources to deliver services in a timely manner. Description of length of time from request to completion of inspection to delivery of report to EBRRA and identify the method of delivery.
- 12.4. Cost Proposal: A cost proposal which includes the following information:
 - Cost per inspection for: (a) Initial Inspection (b) Drawdown and change order inspection (c) Final Inspection per inspection for single family properties;
 - Cost per inspection for: (a) Initial Inspection (b) Drawdown and change order inspection (c) Final Inspection Cost per inspection for and multifamily properties; and
 - Hourly rate for construction management services outline in Scope of Services herein.
- 12.5. Insurance, Licenses, and Certifications: At the time of submission, the Entity is not required to submit evidence of the following policies with EBRRA named as an additional insured; however, evidence of the following existing policies, licenses, and certifications must be submitted with the Entity response:
 - Professional liability insurance;
 - Automobile liability insurance;
 - Worker's compensation insurance, as identified in Section 10.0 herein;
 - Professional qualifications relevant to the Scope of Services including copies of all Federal, State and Local licenses and certificates held by the Entity and/or principal team members;
 - Professional business licenses;

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- Certifications to perform lead-based paint evaluations and asbestos abatement, if applicable.
- 12.6. Representative Projects:** Listing of at least two (2) projects performed by the Entity that are most similar and relevant to the Scope of Services, completed within the last five (5) years. Provide at least two (2) samples of residential inspection reports identifying their location.
- 12.7. References:** Listing of a minimum of three (3) business references, including name, address, phone number, and type of inspection performed and/or construction management services provided.
- 12.8. Statement of Acknowledgement:** A statement acknowledging that the Entity is aware of the federal requirements related to this project and that it has the ability to comply with all regulations contained therein.

13.0 ENTITY'S SUBMISSION

Entity submission must be responsive to all aspects of the RFQQ and adhere strictly to the format and contents specified above, including all forms of documents requested. Failure to include each and every required submittal may render the submission non-responsive and result in the rejection. Entity must be able to meet the established estimated deadlines outlined below.

Any submission received after 5:01 p.m. on the statement submission deadline will be considered late and as a result of the late submission the submission will be rejected. Late packets will be returned to the respondent. EBRRR reserves the right to accept or reject any or all responses or any part of any response in connection with this RFQQ.

14.0 EVALUATION CRITERIA

Entity should demonstrate knowledge and experience in the following areas, which will be scored accordingly. Point values associated with each evaluation criteria reflect the maximum amount of points allowable per category.

14.1. Experience (25 points)

Previous experience, education, training, certification/licensing, designation(s) and other qualifications of individuals or principal staff in inspecting rehabilitation projects.

14.2. Quality (25 points)

The ability of Entity to provide thorough and accurate reports, as evidenced by sample reports provided.

14.3. Capacity (20 points)

The Entity's capacity to efficiently respond to requests and to fulfill obligations within the allocated timeframe.

14.4. Minority and/or Women's Businesses (10 points)

Qualifications submitted by minority businesses or women's businesses will be awarded points.

14.5. Location (10 points)

Proximity or familiarity with the area in which projects are located.

14.6. Cost (10 points)

The cost of each initial inspection, drawdown inspection, final inspections, and preparation of reports for each.

Total points possible = 100 points

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15.0 SELECTION PROCESS

15.1. Qualifications-Based Selection Process

Professional services are procured in accordance with Federal, State, and local law and regulations. Selection of the most advantageous respondent will be made on the basis of demonstrated competence and qualifications, as well as cost, determined by EBRRA, based upon the submission in response to this RFQQ, any supplements requested by EBRRA, and any subsequent meetings with finalist.

15.2. Evaluation of Proposals

EBRRA will organize a Selection Committee whose process will be facilitated by EBRRA. The Committee will review and score all responsive submittals based on the Qualifications Submissions Requirements and Evaluation Criteria detailed herein. An award will be made to the Entity whose proposal is best suited to the requirements set forth herein.

Entity will be notified of a final selection by Thursday, April 19, 2018.

16.0 POST SELECTION

Upon notification of selection, the Entity will be required to execute and deliver a contract within 7 business days of notification. If the Entity is unwilling or unable to execute the agreement as required by the RFQQ, or if EBRRA in its sole discretion determines that negotiations during the contract negotiation phase are not progressing in a satisfactorily and timely manner, EBRRA reserves the right to terminate negotiations with Entity. At which time, entity with the second highest score will be selected and notified of selection.

17.0 TIMELINE

Responsive Entity shall submit qualifications and proposed quotes, prior to the posted deadline, as provided for herein. Responsive Entity must be able to meet the estimated deadlines outlined below regarding submission and selection. This projected timeline is subject to change.

Activity	Commencement Date	End Date
RFQQ Announcement	Friday, March 16, 2018	Sunday, March 25, 2018
Submission of Intent to Respond	Friday, March 16, 2018	Friday, March 23, 2018
Release of RFQQ	Tuesday, March 27, 2018	Friday, April 13, 2018
Submission of Questions from Responders	Friday, March 30, 2018	Monday, April 2, 2018
Release of Responses to Questions	Wednesday, April 4, 2018	Thursday, April 5, 2018
Submission of Written Responses	Tuesday, March 27, 2018	Friday April 13, 2018
Final Decision Announced and Entity Notified	Wednesday, April 18, 2018	Thursday, April 19, 2018
Contract Execution	Friday, April 20, 2018	Monday, April 30, 2018
Begin Contract Work	Tuesday, May 1, 2018	* Friday, May 1, 2020

* The ensuing contract will last for a two (2) year period or until the final home within that period is completed.