

**ESSEX COUNTY**  
2017 Urgent Needs Community Development Block Grant  
**REQUEST FOR PROPOSALS**  
**FOR**  
**REHAB SPECIALIST SERVICES**

**A. PROJECT DESCRIPTION**

Essex County is administering an Urgent Needs Community Development Block Grant assisting residents in the Kino, Desha and Scotts Mill Road neighborhood in recovering from the February 2016 tornados. The Essex County Tornado Recovery Project will assist residents with housing rehabilitation and substantial reconstruction of storm damaged homes.

Additional information on the CDBG program, including program guidance may be found at:

<http://www.dhcd.virginia.gov/index.php/business-va-assistance/blighted-structures/community-development-block-grant-cdbg/10-community-development-block-grant-cdbg.html>.

**B. SCOPE OF SERVICES**

The rehab specialist services being procured for the Essex County Tornado Recovery Project will include conducting inspections of all occupied substandard housing in the project area; determining repairs needed to bring houses up to DHCD Housing Quality Standards; identifying rehabilitation costs; and providing a biddable work write-up and itemized cost estimate for no less than two houses.

1. Inspection and Write-up Services. Rehab Specialist shall inspect homes to DHCD Housing Quality Standards and produce work write-ups outlining deficiencies, stating necessary repairs and providing cost estimates for repairs. For homes requiring substantial reconstruction the Rehab Specialist shall prepare plans and specifications necessary to permit and construct homes that comply with all County, State, DHCD and HUD requirements. All designs are required to be submitted to DHCD for review and approval. Any necessary revisions will be made by the Rehab Specialist for compliance with stated requirements.

The plans and specifications shall comply with all applicable State and Federal rules

and regulations and receive all approvals and required permits from all regulatory agencies having jurisdiction over the improvements, including, but not limited to the Essex County Building and Zoning Departments, Virginia Department of Housing and Community Development, the Department of Environmental Quality, the Department of Historic Resources, and last but not least, the homeowner. Basic Services will also include site plans, well and septic permits and the location of all utilities required to be moved, disconnected or relocated to accomplish the improvements.

2. Bidding and Contracting Services. The Rehab Specialist shall assist the Essex County by preparing the advertisement for bids and coordinating the bidding process to include:

- a) Provide bid documents to be distributed to contractors that request them.
- b) Answer questions and clarify bid documents through the issuance of addenda to the bid documents.
- c) Assist the County with placing the contractor under contract including review and approval of all necessary insurance certificates and bonds.

3. Construction Administration Services. The Rehab Specialist shall perform construction administration services to include:

- a) Have a representative available for a preconstruction conference.
- b) Reviewing for approval all shop drawings, material specifications, methods of installation, and contractor submittals.
- c) Perform progress inspections necessary to certify compliance with the specifications.
- d) Resolving contractor inquiries and questions during construction including interpretation of plans and specifications, materials and methods of construction.

The Rehab Specialist should communicate with the Project Management Team on a regular basis during the design phase of the project and during the construction phase to update the Team and Community on the progress of construction.

### C. PROPOSAL CONTENTS

All respondents should submit a written Proposal or Statement of Qualifications to include information about the respondent directly related to each of the Selection Criteria outlined in Section E herein. All information should be submitted succinctly. As governed by the Virginia Public Procurement Act, proposals shall not include estimates of costs or man hours to perform desired services.

### D. SELECTION PROCESS

Essex County will review and evaluate all proposals submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section E herein. The County may ask the top ranked firms to attend a presentation interview as part of the evaluation process.

At the conclusion of the evaluation process the firms will be ranked in priority order with the highest-ranking firm being selected to negotiate a contract with the County. If a contract satisfactory to all parties cannot be negotiated, the County will then enter into negotiations with the next highest ranking firm and so on until an agreement is reached.

### E. SELECTION CRITERIA

The respondents will be evaluated based on the following criteria (Proposals should address each of these areas):

1. List 3 projects most recently completed by the project manager that will be assigned to the project by your firm that are similar to the work to be done in Essex County.
2. List the most recent experience your firm has had in completing work funded with Community Development Block Grants.
3. Does your firm currently have property surveyors on staff? If not, explain how you would procure the needed services.
4. Discuss the process that your firm will require for contractors to obtain approval of materials, methods of installations, and other submittals.
5. Discuss the frequency and thoroughness of inspections that would be performed by your firm that is included under Inspection and Write-up Services.

6. What is the current work load of the staff person who will be assigned the responsibility for the project? Assuming final design decisions will be made by the Management Team in a timely matter, and no extended delays in the acquisition process, when could your firm be ready to bid the proposed construction?

7. Describe and discuss any problems and possible solutions you foresee in completing the scope of work.

F. SUBMITTAL

Attached as part of this RFP is a map of the project area.

Respondents should submit 8 copies of their Proposal to:

Trenton L. Funkhouser, Economic Development Director  
ed@essex-virginia.org  
P.O. Box 1079, 202 South Church Lane  
Tappahannock, VA 22560  
804-443-3258

Proposals must be delivered to the offices of Essex County by 4:30 P.M., May 17, 2017. Proposals received after the deadline will not be ranked.

Minority- and/or female-owned businesses and Local (Section 3) County businesses are encouraged to apply. Essex County is an Equal Opportunity Employer.

All above-referenced procurements will be made on a competitive basis consistent with regulations of the Commonwealth of Virginia and Essex County.