

**REQUEST FOR PROPOSAL  
FOR  
PROJECT MANAGEMENT SERVICES  
Down East HOME Consortium/City of Rocky Mount Community  
Development Division**

**I. GENERAL**

The Down East HOME Consortium represents the group of local governments lead by the City of Rocky Mount comprised of Nash County, City of Rocky Mount, Edgecombe Counties and participating local governments within the area. The consortium receives annual HOME funding from the U.S Department of Housing and Urban Development to complete a variety of activities such as owner occupied rehabilitation and rental rehabilitation as well as new construction and replacement housing.

DEHC/City of Rocky Mount Community Development Division is soliciting proposals to provide project management services for the affordable housing program.

Sealed proposals will be received on ***May 1, 2013 by 4:00pm EST***. Proposals received after that date and time will be returned unopened. No exceptions will be made. Proposals must be physically received in the City of Rocky Mount Community Development Office by May 1, 2013 by 4:00pm EST. Postmarked proposals by the date and time will not be excepted unless physically in our office by 4:00pm May 1, 2013.

The DEHC/City of Rocky Mount reserves the right to accept one and or reject one and all proposals. Contracts issued under this RFP may be issued to one and to more than one firm dependent upon what is deemed best for the DEHC/City of Rocky Mount.

**II. OBJECTIVES**

DEHC/City of Rocky Mount Community Development Division objective is to seek qualified consultants that can provide a full range of services in the most cost effective manner. DEHC seeks a consultant with a background in providing affordable housing and construction management services.

Services for DEHC may be requested from the consultant having to provide “turn key” services and or a subject matter services. Services used will be used to ensure consistency with HUD regulations and also ensuring consistency with affordable housing projects. Quality checks will be used to achieve the project goals while establishing checkpoints to ensure consistency and adherence to scope, schedule, budget and quality.

## I. SCOPE OF WORK

The following is intended to illustrate the types of services which will be required of the consultant. It is not intended to eliminate other services, which the consultant believes to be necessary, and is able to provide and or any services that DEHC/City of Rocky Mount deems necessary for the consultant to provide. The actual scope of work will be determined upon selection of the consultant and shall being mutually agreed upon by both parties.

### Overview

Items listed below are standard items that the consultant will complete, this is not intended to list all work that the consultant may do. Actual scope of work will be agreed upon by both parties for the selected consultant.

1. ***Completion of HUD Environmental Review.*** This includes providing all documentation, such as photos, preparation of notices such as flood plain notices, preparation of tier reviews if requested, preparation of notice to federal and state entities and proper citation of environmental review federal regulations.
2. ***Completion of housing assessments and work write up.*** The will include the consultant using qualified staff to complete the housing assessment of the property using approved forms by DEHC. In addition, the consultant shall complete a write up of work that needs to be completed and provide estimated line item cost list of work to be completed. This will be presented to DEHC in the form of a report with detailed pictures and proper estimations.
3. ***Preparation of Bid Documentation:*** The consultant shall prepare bid documentation to include the write up, DEHC/City of Rocky Mount specifications, notices for all pre-bid, posting of pre-bid notices, addendums, scheduling of pre-bid and any other required work as it relates to the preparation of bid documentation.
4. ***Pre-Bid Meeting:*** The consultant shall prepare pre-bid meeting and lead those meeting. Answer any and all questions from contractors as it relates to the pre-bid meeting. Submit pre-bid minutes and all documentation to DEHC/City of Rocky Mount. Prepare any changes to write up and any required addendums and ensure distribution of those documents.
5. ***Acceptance of Bids/ Notice of Award:*** The consultant shall received all bids in accordance with DEHC policy and open bids according to policy, document and provide explanation of bid to be awarded to the selected party.
6. ***Management of Construction and Contractors:*** The consultant shall approve and or deny contractors eligibility to bid on projects in accordance with DEHC/ City of Rocky

Mount policy. The consultant shall monitor work while being completed by contractor and any subcontractors. Consultant will be responsible for ensuring compliance with all applicable building codes and building standards while contractor is completing the work. Consultant shall submit no less than weekly inspection reports to DEHC while work is being completed, approved payments using the approved form by DEHC, change orders, preparation of punch list items and provide overall project management for the project.

**7. *Management of new construction/replacement housing.*** For project involving new construction and or replacement housing, consultant will be responsible for selecting an affordable housing plan, submission of drawing, preparation of specifications and any and all work required for new construction.

## **VI. INSURANCE REQUIREMENTS**

Certificate of insurance indicating that required levels of insurance coverage's are enforced at the time the proposal is submitted should be included as part of this proposal.

- A. Workers Compensation Insurance consisting of statutory compensation benefits and \$100,000 of employer's liability.
- B. Comprehensive or Commercial General Liability Insurance with limits of not less than \$1,000,000 combined single limit per occurrence and aggregate. This coverage shall include contractual liability coverage.
- C. Comprehensive Owned and Non-owned Automobile Liability Insurance with limits of \$1,000,000 combined single limit per occurrence and aggregate.
- D. Professional Liability Insurance coverage with an annual occurrence and aggregate limit of not less than \$2,000,000.

## **VII. QUESTIONS**

Questions regarding this RFP must be submitted in email only and directed to Pauline High and sent to [pauline.high@rockymountnc.gov](mailto:pauline.high@rockymountnc.gov). No verbal questions regarding the RFP will be considered and or answered. Questions may be submitted until April 25, 2013 by 10:00am. After that no additional questions will be answered. All questions will be listed and answered each Friday and posted to the NC State Government IPS website as an addendum.

### **Section 3 Requirements**

Each year the U.S. Department of Housing and Urban Development invests billions of federal dollars into distressed communities for projects that build and rehabilitate housing; improve roads and community centers; and help families achieve the American Dream. The Section 3 regulation acknowledges that HUD funding typically results in projects/activities that generate new contracting, employment, and other economic opportunities that not only impact bricks and mortar, but also create a multiplier effect for local housing providers and businesses that provide goods and services.

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] represents HUD's policy for providing preference for new employment, training, and contracting opportunities created from the usage of covered HUD funds to low- and very low-income residents of the community where certain funds are spent (regardless of race or gender), and the businesses that substantially employ these persons.

This contract is subject to Section 3 requirements. Consultants that choose to use a Section 3 business and or will hire a Section 3 qualified individual as a result of this contract shall receive additional preferences for review of award for this contract.

Section 3 does not apply on a "per-project" basis, whenever any portion of HUD funding is invested into projects involving housing construction, demolition, rehabilitation, or other public construction (i.e., roads, sewers, community centers, etc.), the requirements of Section 3 apply. Further, contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 covered projects/activities are required to comply with the Section 3 regulations in the same manner as direct recipients. If the recipient agency receives Section 3 covered projects/activities, but no individual contract exceeds \$100,000, the requirements of Section 3 only apply to the recipient. Accordingly, the recipient must attempt to meet the Section 3 minimum numerical goals found at 24 CFR Part 135.30 by awarding 10 percent of the total dollar amount of all covered construction contracts to Section 3 businesses.

The City of Rocky Mount maintains a list of qualified Section 3 firms. For consultants that will use a Section 3 firm, read all requirements as listed under Proposal requirements for submission of Section 3 information.

## **VIII. PROPOSAL REQUIREMENTS**

To be considered, each proposal shall contain the following information.

### **A. Firm's Capability:**

**Organization:** State the full name and address of your organization, include the name, address and telephone number of the person in your organization who has primary responsibility for developing this proposal and to whom technical questions may be addressed.

### **B. Experience:**

Proposals shall include a description of the firm's overall experience in handling technology project management projects similar in character or scope to this project. A list of not fewer than five different reference listing the company name, address, telephone number, and contact person for each reference.

***1. Environmental Review Experience:***

Complete and submit the attached Environmental Review Experience Form.

***2. Construction Management Experience***

Complete and submit the attached Construction Management Experience Form

***3. Budget: Complete the budget sheet and cost proposal form***

***4. Complete Section 3 Form for your Firm***

***5.. Affidavit Form- Complete and submit***

## Environmental Review Experience

**In addition to any narrative provided, provide this completed form as part of the submission proposals. This form is REQUIRED to be submitted.**

1. What experience does your firm have in completing environmental reviews for HUD assisted programs?

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**1a. Provide one color copy of a completed environmental review for a HUD program completed by your firm.**

2. What experience does your firm have in completing Tier Review?

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**2a. Provide a color copy of a completed Tier Review completed by your firm. Include the full tier review documents. If your firm has never completed a HUD Tier Review, please write N/A below.**

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3. What experience has your firm had in completing flood plain notices?

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**3a. Provide a copy of a completed Flood Plain notice that your firm has completed. If your firm has never completed a Flood Plain notice please write N/A below.**

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**4. Provide a list of staff that will be primarily responsible for the completion of environmental reviews. Attach resumes for each individual.**

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**5. Has the staff primarily responsible for the completion of the environmental review completed HUD Environmental Review training? If so provide copies of certificates. If not please write N/A below.**

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How many years has your organization completed HUD environmental reviews?

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How many local governments that receive HUD funding has your organization completed environmental reviews for, please list local governments.

## Construction Management Services

**In addition to any narrative provided, provide this completed form as part of the submission proposals. This form is REQUIRED to be submitted.**

**1. How many years have your firm provided construction management services?**

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**2. Describe the type of construction management projects in which you team has served as the lead entity and or project manager?**

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**3. Describe your experience with affordable housing?**

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**Provide the following samples:**

- 1. Copy of a recent write up for an affordable housing project.**
- 2. Copy of a new construction project that includes the plans, site design and any other pertinent information as well as a picture of the actual final product.**

## Section 3 Part I

Is your firm a Section 3 qualified firm as indicated by HUD requirements?

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Does your firm have a contractual agreement to subcontract at least 50% of work to a Section 3 qualified firm? If yes, list firm name and address.

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## Section 3 Part II Form

**Do you anticipate having to hire any additional personnel as a result of this contract if awarded? If yes, how many and in what positions.**

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**Do you anticipate using a Section 3 contractor as a result of this contract if awarded. If so, list name and contact of firm.**

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**Is the above firm certified by the City of Rocky Mount as a Section 3 Firm?**

\_\_\_\_\_ yes or no \_\_\_\_\_

**What if any work does your firm anticipate having to subcontract out as part of this contract?**

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## Budget Proposal

Please enter the cost that you firm will charge for the following services:

Please note that the items listed below should encompass all required documentation, site visits and or any and all work that encompasses the completion of that particular task

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|------------------------------------------------------------------|--|
| Completion of Work Write and Estimates                           |  |
| Completion of Housing Assessment                                 |  |
| Completion of Environmental Review                               |  |
| Travel Fees                                                      |  |
| Bidding Services                                                 |  |
| Pre-Bidding Services                                             |  |
| Site Plan Creation                                               |  |
| Construction Management of Rehabilitation Project/ Single Family |  |
| Construction Management of New Construction/ Multi-family        |  |
| Construction Management of New Construction/Single Family        |  |
| Completion of Site Specific Review                               |  |

## Staff Cost

Please list the staff persons that would be assigned to the following type of project and indicate the anticipated cost per hour and or by project that would be charged for the project.

### Rehabilitation of Single Family Unit

| Staff Title | Rate |
|-------------|------|
|             |      |
|             |      |
|             |      |
|             |      |

### New Construction of Single Family Unit

| Staff Title | Rate |
|-------------|------|
|             |      |
|             |      |
|             |      |
|             |      |

**New Construction of Multi-family Unit**

| <b>Staff Title</b> | <b>Rate</b> |
|--------------------|-------------|
|                    |             |
|                    |             |
|                    |             |
|                    |             |

**At times the City of Rocky Mount/DEHC will apply for various other types of grants such as Urgent Repair with NCHFA and or Single Family Rehabilitation Grants with NCHFA.**

**What experience has your firm has with the management of these grants?**

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**Follow Up Questions for Proposals:**

**When charging to complete a write up, does your firm charge by the hour and or set fee?**

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**When charging for services, does your firm charge for supervisors having to review work of subordinate employees whom are actually assigned to the project?**

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**Does your firm charge for travel is so at what reimbursable rate?**

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**Would your firm charge for communications between your firm and the City of Rocky Mount/DEHC such as responses to emails, letters generated by your firm on behalf of the City of Rocky Mount/DEHC etc? If your firm charges this please explain the fee?**

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## **Affidavit**

**I \_\_\_\_\_ representing \_\_\_\_\_ (firm name) certify that all information submitted as part of this proposals to DEHC is accurate and true. In addition, signing this form, I \_\_\_\_\_ representing \_\_\_\_\_ (firm name) certify that \_\_\_\_\_ ( firm name) is not current debarred and or suspended from completing work on any federal project and or locally funded state, federally funded project in the U.S.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date