

Request for Proposal (RFP)
Home Inspector
Issued February 10, 2010

The City of Hayward (City) is requesting proposals from interested licensed general contractors to act as the City's "NSP Home Inspector" (Inspector). The Inspector will work with the City and Habitat for Humanity East Bay (Habitat) in the assessment of the condition of Hayward foreclosed single-family detached homes for inclusion in the City's Neighborhood Stabilization Program (NSP).

Position Description:

Through the NSP, the City intends to purchase and rehabilitate up to eleven homes which have been foreclosed upon within the geographic target area in the City of Hayward that includes census tracts 4373, 4374, 4375, 4376, 4377, 4382.01, 4383, and the northern part of tract 4382.02. Rehabilitated homes will be sold at an affordable price to families earning 120% of the Area Median Income or less. Some homes will be rehabilitated using Habitat's sweat-equity model. The Inspector will work with the City and Habitat by performing inspections on homes eligible for inclusion in the NSP.

City Expectations:

A. All qualified applicants must meet the following:

- ❖ Knowledge of the building codes, and requirements of the City of Hayward
- ❖ Knowledge of green building practices
- ❖ Ability to inspect identified homes on short notice
- ❖ Holds a current General Contractor's license in good standing
- ❖ Holds of current auto, professional liability and other insurance coverages in the amounts as described in the City's Standard Professional Services Contract to be used for this assignment (available upon request), with such coverages underwritten by insurers rated as described in the Services Contract
- ❖ Is willing to agree to, and abide by, the terms of the City's Standard Professional Services Contract

B. Scope of Work

The selected contractor shall conduct an Initial Inspection as described below for all houses identified by the City and Habitat for potential inclusion in the NSP. It is anticipated that only one walk-through will be necessary per home identified and that approximately 4 homes will have to be inspected for every home purchased. Budget Sign-Off will be required only for homes which the City approves for purchase.

- ❖ Initial Inspection: The Inspector will walk through identified homes with the Habitat team and the City's Housing Development Specialist. During the walk-through, the NSP Home Inspector will help identify major code violations, health and safety issues, and other areas of necessary or advantageous rehabilitation. It is anticipated that one walk-through will be necessary per home.
- ❖ Budget Sign-Off: The Inspector will review the construction budget submitted by Habitat to the City for each home to be purchased for the NSP. The NSP Home Inspector will review the budget

and approve it after he/she is satisfied that the proposed scope of the budget will address all issues identified on the walk-through. The Inspector will also evaluate the budget related to this scope to make sure it is within reason, based both on current construction costs and/or Habitat's construction standards and applicable material discounts.

Proposal Requirements:

The following must be included in your submittal for your RFP response to be considered by the City:

- A. Describe your experience working within the City of Hayward building code
- B. Describe your experience with inspection of residential properties, single-family rehabilitation, and related budgeting
- C. Describe your ability to meet tight deadlines
- D. Hourly and per-home fee schedule

Basis for Award of Contract:

Proposals will be evaluated on the following criteria:

- Previous experience related to the Scope of Work
- Costs of services and hourly and per-home fee schedule

Anticipated Selection Schedule:

Proposal submission deadline	February 16, 2010
Notification of contractor selection status	February 17, 2010

For Additional Information and or Clarification and Submission of Proposal(s):

Please contact the person listed below for questions related to this RFP. Please submit your proposal by mail or e-mail (in *pdf* format) **no later than** 4:00 pm on Tuesday, February 16, 2010 to:

Omar Cortez
Housing Development Specialist
City of Hayward
777 B Street
Hayward, CA 94541
(510) 583-4246
Omar.Cortez@hayward-ca.gov



Female and minority-owned businesses are encouraged to apply. Inspection firms with previous experience in home inspections for City or Alameda County Rehabilitation Programs will be given preference in the selection process.