



Request for Proposal #CED-01-25

Construction Rehabilitation Advisor/Technical Assistance Services

Issue Date: August 16, 2024

Submission Deadline: September 16, 2024 @ 2:00pm

The Southern Georgia Regional Commission is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary Aids and Services are available upon request to persons with disabilities.

1. Introduction

1.1. Introduction

The Southern Georgia Regional Commission (SGRC) seeks to acquire the services of a home inspection firm or residential construction firm to serve as the Construction Rehabilitation Advisor (CRA) for single-family owner-occupied housing rehabilitation, reconstruction, and/or construction projects. These services are needed for communities in our region that have been awarded funds through the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Community HOME Investment Program (CHIP). Responding firms should be technically qualified and licensed to provide these services for local, state, and federally funded projects.

1.2. Southern Georgia Regional Commission

The Southern Georgia Regional Commission (SGRC) is a regional planning and intergovernmental coordination agency which serves 45 municipalities and 18 counties in Southern Georgia. The counties covered include: Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware.

1.3. Procedures for Selection

Procedures for selection of an individual/firm will be in accordance with the RFP package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements ("the common rule") 24 CFR Part 85.36 and the Georgia Department of Community Affairs (DCA) CDBG and CHIP Recipient's Manuals. These manuals can be accessed at <http://www.dca.ga.gov>.

2. Project Overview

2.1. The SGRC invites qualified and experienced firms to submit proposals to serve as the Construction Rehabilitation Advisor (CRA) for single-family, owner-occupied housing rehabilitation, reconstruction, and/ or reconstruction projects. These services are needed for communities in our 18-county region that have been awarded funds through the CDBG and CHIP.

2.2. Project Detail

This RFP includes the Terms and Conditions and Technical Specifications defining the requirements of the SGRC and identifies all significant factors.

Recipient Name: Southern Georgia Regional Commission

Recipient Address: 1937 Carlton Adams Drive

Valdosta, GA 31601

DUNS: 831505263

2.3. Contract Term

The contract will be on a State of Georgia fiscal year and will begin on October 1, 2024 and end on June 30, 2025.

The scheduled begin date for the proposal selected for funding is October 1, 2024; however, the SGRC reserves the right to fund proposals received from this solicitation at a later date without issuance of an additional request for proposal package. Furthermore, The RFP does not commit the SGRC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

2.4. Contact Person

Clarifying questions about this package and the RFP process may be directed to:

Lindsay Ray, Assistant Director-Community & Economic Development Division

Southern Georgia Regional Commission

1937 Carlton Adams Drive

Valdosta, GA 31601

(229) 333-5277

lray@sgrc.us

2.5. Obtaining a Request for Proposal Package

This RFP is publicly advertised and issued to all requestors. Copies of this Request for Proposal (RFP) can be obtained on the Southern Georgia Regional Commission website at: <https://www.sgrc.us/rfps.html>.

2.6. System of Award Management (SAM)

Upon award of contract, the chosen firm will be required to register with the System of Award Management (SAM). The website can be accessed at www.sam.gov. This is an official website of the U.S. government registration is required in order to conduct business with the U.S. government. Proposing firms must not be on the System of Award Management (SAM) list of ineligible firms.

The successful Proposer will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Disadvantaged Business Enterprises (DBEs) shall be afforded full opportunity to submit proposals.

2.7. Disclaimer

The SGRC reserves the right to withdraw this RFP at any time for any reason, and to issue clarifications, modifications, and/or addenda, as it may deem appropriate. This RFP does not commit SGRC to award a contract or to pay any costs incurred in the preparation of proposal(s) in response to this request. SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement.

3. Project Overview

3.1. Schedule of Events

The Schedule of events is as follows:

<u>RFP Milestone</u>	<u>Date</u>
Release of RFP	August 16, 2024
Deadline for Written Questions	September 12, 2024 @ 4:00 PM
Deadline for Proposals	September 16, 2024 @ 2:00 PM
Review and Selection Period	September 16, 2024 – September 23, 2024
Notification to Proposers	September 24, 2024
Contract Negotiations	September 24, 2024 – September 30, 2024
Program Begins	October 1, 2024

3.2. Preparation of Proposals

- Proposers are expected to examine the Bid Requirements and all instructions. Failure to do so will be at the proposer’s risk.
- Proposers shall prepare their offers as described in Section 5 of this solicitation. All attachments and /or addenda must be clearly labeled and appropriately referenced in the body of the offer.
- Bidders are encouraged to make their offers concise.

3.3. Explanation to Proposers

Requests for additional details will be honored between August 16, 2024 and September 12, 2024. All requests must be made in writing and sent to Lindsay Ray at lray@sgrc.us. Requests will be logged to include date, time, organization, and nature of the request. Responses will be provided in writing and emailed from our offices within three working days. Any explanation or information given to any prospective Proposer concerning a solicitation will be made available to all prospective Proposers as an amendment to the solicitation, if lack of such information would be prejudicial to uninformed Proposers.

THIS IS A COMPETITIVE PROCUREMENT; THUS, COMMUNITY & ECONOMIC DEVELOPMENT STAFF WILL PROVIDE CLARIFYING INFORMATION, BUT THEY ARE NOT AVAILABLE FOR EXTENSIVE TECHNICAL ASSISTANCE OR ADVICE.

3.4. Unsolicited Proposals

This RFP will be available only during the solicitation period (August 16, 2024 – September 16, 2024). The SGRC will not consider any unsolicited proposals for Fiscal Year 2025 funding. Proposers not meeting the September 16, 2024, deadline must wait to submit proposals until another solicitation is issued.

3.5. Due Date and Time

Proposals responding to this RFP package are due by Monday, September 16, 2024 at 2:00 PM. Proposals must be officially received at the Southern Georgia Regional Commission, 1937 Carlton Adams Drive, Valdosta, GA 31601 no later than 2:00 pm or it will not be considered.

3.6. Delivery Requirements

Proposals must be mailed or hand delivered to the SGRC.

Proposals received via fax or email will not be considered.

3.6.1. Mailed Proposals

Proposers may choose to mail their bids or employ a commercial delivery service. Mailed proposals must be received by the SGRC office by the deadline date and time. No consideration will be taken for proposals that are delayed due to reasons outside the control of the proposer. A “Notice of Receipt of Proposal” which will indicate the date, time of delivery, and number of copies submitted will be mailed and/or emailed to the proposer

3.6.2. Hand Delivered Proposals

Proposers may choose to deliver their proposal in person to the indicated office. Proposers who deliver their bids should obtain a “Notice of Receipt of Proposal” which will indicate the date, time of delivery and number of copies submitted. The SGRC staff will also record the proposal delivery on a log. Hand delivered bids are to be received exclusively by the following SGRC staff: Dorothy Miles or Lindsay Ray. No other SGRC staff are authorized to accept hand delivered proposals.

3.7. Number of Copies

Three (3) paper copies, one with original signature(s), and one (1) flash drive copy must be submitted. If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.

4. General Requirements for Proposers

This section includes the requirements for proposers. Proposers should read it carefully before developing a proposal.

4.1. Code of Conduct

The proposer shall avoid conflicts of interest, real or apparent, and shall adhere to the following code of conduct. Proposers found violating this code of conduct will not be funded. No officer, employee, or agent of the proposer shall:

- Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contractor; or



- Participate in the selection, award, or administration of a procurement supported by DCA funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
 - The officer, employee, or agent;
 - Any member of his or her immediate family;
 - His or her partner; or
 - A person or organization, which employs, or is about to employ any of the above.

4.2. Addendum

Any change in the conditions or terms of this RFP will be accomplished by written addendum sent to prospective Proposers and posted to the website (<https://www.sgrc.us/rfps.html>). All such addenda shall become part of the proposal and resulting contract.

4.3. Rights of Rejection

The SGRC reserves the right to reject any or all responses, to waive any irregularity or informality in a supplier's response, and to accept or reject any item or combination of items, or to postpone the public bid opening, when to do so would be to the advantage of the SGRC. It is also within the right of the SGRC to reject responses that do not contain all elements and information requested in this RFP. A supplier's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by the SGRC on a case-by-case basis.

4.4. Rights to Amend and/or Cancel the RFP

The SGRC reserves the right to amend this RFP. Any revisions must be made in writing prior to the RFP closing date and time. By submitting a response, the proposer shall be deemed to have accepted all terms and agreed to all requirements of the RFP (including any revisions/additions made in writing prior to the close of the RFP whether or not such revision occurred prior to the time the proposer submitted its response) unless expressly stated otherwise in the proposer's response. **THEREFORE, EACH PROPOSER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFP AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE PROPOSER'S RESPONSE PRIOR TO THE CLOSE OF THE RFP.** Proposer's are encouraged to frequently check the RFP for additional information. Finally, the SGRC reserves the right to cancel this RFP at any time.

The SGRC reserves the right to negotiate mutually acceptable amendments to the Contract arising from the RFP and with respect to the addition of services that are consistent with the services solicited by the RFP. The right to negotiate mutually acceptable amendments applies for the term of this Contract and any extensions

4.5. Responsive Proposals

The SGRC or its designee shall solely determine if each proposal is responsive. The responsiveness of each proposal shall be determined by its conformance to the scope of work, instructions to proposers, legal requirements of the RFP, and the best interests of the SGRC. Any proposal that fails to conform to the essential requirements of the RFP shall be deemed nonresponsive, and accordingly rejected.

4.6. Responsible Proposers

The SGRC shall award a contract only to the responsible and responsive Proposer who possesses the highest potential to perform successfully under the terms and conditions of this RFP.

Consideration shall be given to such matters as Proposer's integrity, qualifications of Proposer's staff, experience with similar projects, record of past performance, and accessibility to financial and technical resources. The Proposer shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed subcontractors. If information obtained by the SGRC clearly indicates that the Proposer is not responsible and the SGRC has doubts about the productive capacity, financial strength, or past performance of a Proposer which cannot be resolved affirmatively, a determination that the Proposer is non-responsible shall be rendered.

4.7. Withdrawing Proposals

After proposals are opened by the SGRC, the Proposer may not withdraw proposals for 90 calendar days. However, prior to the date/time set for the proposal opening, proposals may be modified or withdrawn by the Proposer's authorized representative in person, or by written notice. If proposals are modified or withdrawn in person, the authorized representative shall make his/her identity known and shall sign a receipt for the proposal. Written notices shall be received by the SGRC later than the exact date and time for proposal opening.

4.8. Error in Proposals

Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and scope of work before submitting proposals. Failure to do so shall be at the Proposer's own risk and he/she cannot secure relief on the plea of errors.

4.9. Financial Requirements

The proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

4.10. Pricing

The RC requires that pricing remain firm for the initial contract year. The contract will begin upon the final execution of the contract documents. The contract may be renewed for up to one (1) additional one-year period, provided that fees are firm (or pre-approved increase as may be noted on RFP Application Form), service is Satisfactory, and both parties are willing to renew. Prior to each period of renewal, any proposed increases in renewal rates will be evaluated and compared to current market conditions and the actual rate of inflation. The SGRC has sole discretion as to the renewal of this contract.

4.11. Invoices and Payments

The proposer who is awarded a contract will submit a monthly invoice to the SGRC describing the work performed the preceding month. The invoice shall include the name and title of the person who performed the work, a brief description of the services performed and/or the specific task in the Scope of Work that relates, the date the services were performed, and the number of hours spent on all work billed on an hourly basis. The invoice is due by the 10th calendar day of the following month. A final invoice is due to the SGRC no later than 15 calendar days after the end of the annual contract period.

4.12. Assurances, Certifications, and Indemnification

The selected firm shall indemnify and hold harmless the SGRC, as well as any of its agents, officials, and employees, from all claims, demands, actions, liabilities, losses, suits, judgments, costs, and expenses, which may directly or indirectly arise from, or be incurred as a result of the firm's acts or omissions, including acts of omissions of its employees, servants, and agents. The SGRC will give prompt notice of any suits or claims instituted and will give all needed information to the firm for defending itself through counsel.

4.13. Nondiscrimination and Equal Opportunity Opportunities

Proposers shall comply fully with the non-discrimination and equal opportunity provisions in the Civil Rights Act of 1964 and its amendments, the Civil Rights Restoration Act of 1987, the Age Discrimination Act of 1974, as amended, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Federal-Aid Highway Act of 1973.

4.14. Records

Access to Records and Reports provides requirements for retention, etc. of records that are applicable to this contract. Records retention requirements are in accordance with the Georgia Department of Community Affairs (DCA) CDBG and CHIP Recipient's Manuals. These manuals can be found at <http://www.dca.ga.gov>.

4.15. Assignment of Contracts

The contract resulting from this RFP shall not be delegated or assigned to another person or entity without prior written consent of the SGRC.

4.16. Insurance

The proposer must include evidence in the proposal that he or she maintains the following minimum insurance coverage:

1. Errors and Omissions
2. General Liability

Insurance shall be maintained in full force and effect during the life of the contract, or amendments hereto, and shall protect the SGRC, its employees, agents and representatives from claims for damages, for personal injury, and death and for damages arising in any manner from the negligent or wrongful acts or failures to act by SGRC, its employees, agents, or representatives in the performance of the work covered by the contract, or amendments hereto.

4.17. Appeal Procedures

Proposers who wish to appeal the final funding decision may do so. Proposers must document specific factors (e.g., conflict of interest, nepotism), which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the RFP. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Southern Georgia reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

4.18. Lobbying

Proposers must complete and include *Appendix C: Certifications Regarding Lobbying*, in each proposal submitted to the SGRC.

4.19. Debarment, Suspension, Ineligibility and Voluntary Exclusion



Proposers must complete and include *Appendix D: Certification Regarding Debarment*, in each proposal submitted to the SGRC.

4.20. Applicable Law and Venue

The work performed by the successful Proposer in response to this RFP shall be in compliance with all applicable federal, state, and local laws and their respective rules and regulations. This compliance shall be at the successful Proposer's expense. Venue for any legal action arising out of the resulting contract and between the parties hereto shall be exclusively in Lowndes County, Georgia.

4.21. Required Certifications

All Proposers shall complete and submit the certifications included herein and incorporated into this RFP.

4.22. Right to Adjust

If the SGRC determines during the life of the contract that data submitted by the proposer is not current, incomplete, or is inaccurate, the SGRC and proposer shall negotiate a mutually agreeable adjustment in cost.

4.23. Form of Agreement

The agreement between the SGRC and the successful Proposer will be in form of a contract and shall incorporate the scope of services and responsibilities of the consultant as well as the required clauses listed this document.

4.24. Inspection

Proposer shall permit, if requested, authorized representatives of the SGRC to inspect a Proposer's data, facilities, equipment and records relating to this RFP. Unsubstantiated statements or the refusal to permit audit or inspection may cause the Proposer to be deemed non-responsive.

4.25. Responses to RFP

The individual responses to this RFP, including all appendices and narrative material shall become the property of the SGRC upon their receipt thereof. The SGRC will maintain the confidentiality of any material that is provided in response to this RFP and clearly marked "Confidential", to the maximum extent possible, in a manner consistent with applicable law. Given the nature of the public records law, respondents should nevertheless be aware that any information given to the SGRC in response to this RFP or any correspondence, discussion, meeting, or other communication between the respondent and the SGRC before, with, or after the submission of the response, either orally or in writing, may not be, or may not be deemed to have been, proprietary or confidential.

4.26. Proprietary Information

All proposals shall become the property of the SGRC. If any proprietary information is contained in or attached to a proposal, it must be clearly identified as such.

4.27. Ownership of Records

All documents, information and materials of any and every type furnished or prepared by the firm pursuant to and in the course of performance of this RFP and resulting contract shall be and remain the sole and exclusive property of the SGRC. Such documents, information, and materials shall include but not be limited to all findings, reports, plans, specifications, studies, drawings, estimates, documents, information and data including, but not limited to, electronic media, and computer files furnished or prepared or accumulated by the Firm in performing work under the contract resulting from this RFP whether completed or in process. The SGRC shall have the sole right to use such

documents, materials, and information in its discretion without further compensation to the Firm or any other party. The Firm, at its expense, provides such documents, materials, and information to the SGRC upon written request.

5. Proposal Format

The proposal must be in the following format. If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding. Proposals shall contain information that is relevant and demonstrates the Proposer's capabilities to successfully provide administrative and technical services and undertake the project. Proposers are responsible for meeting all terms and conditions described in the Scope of Work and in this Request for Proposals (RFP).

5.1. Proposer Application

The first page of the proposal must be *Appendix A: Proposal Application*. An official legally authorized to act on behalf of the proposing agency must sign the Proposal Application. The signature of this individual will serve as certification that the data contained in the proposal is accurate and complete.

5.2. Narrative of Company and Experience

Provide a narrative of your company and experience.

5.3. Resume(s)

Provide a resume for all employees who will be providing services under this proposal.

5.4. Business License

Provide a copies of business license(s).

5.5. Certification of Training

Provide copies of all certifications and training.

5.6. Insurance Documentation

Provide a copy of insurance documentation.

5.7. References

Provide at least five (5) references.

5.8. Certification Regarding Lobbying

Complete and attach *Appendix B: Certification Regarding Lobbying*

5.9. Certification Regarding Debarment

Complete and attach *Appendix C: Certification Regarding Debarment*

5.10. Proposer Certifications of Conflict of Interest

Complete and attach *Appendix D: Conflict of Interest*

5.11. Certification Regarding a Drug Free Workplace

Complete and attach *Appendix E: Certification Regarding a Drug Free Workplace*

5.12. Authorization for Information

Complete and attach *Appendix F: Authorization for Information*

6. Scope of Services

Responding firms should be technically qualified and licensed to provide home inspection services for local, state and federally funded projects. The CRA responsibilities include but are not limited to:

6.1. Initial Rehabilitation Work Write Up with Cost Estimates

Cost estimates will be used to solicit general contractor bids for rehabilitation and/or reconstruction work. Cost estimates should be provided using RS Means Residential Cost Data or a similar accepted construction method.

6.2. Pre-Bid Construction Walk-Through

Pre-bid construction walk-through with contractors wishing to bid on said rehabilitation or reconstruction property.

6.3. Inspections

A minimum of two inspections performed during the rehabilitation or reconstruction to ensure that all work complies with the International Building Codes and DCA, CDBG and CHIP rehabilitation guidelines. These are performed at fifty percent (50%) and one-hundred percent (100%) completion of work. This includes verifying pay requests submitted by the construction rehabilitation contractor for accuracy to ensure all work items have been completed.

6.4. Punch-List Completion Inspection

Perform a punch-list completion inspection as needed.

6.5. Change Orders

The approval of any change orders as needed. Ensure that the change orders are necessary for the completion of the property and that costs are reasonable.

6.6. Availability to Construction Contractor

Availability to the construction contractor during the construction period to answer questions as they arise.

6.7. Housing Specifications

The provision of new construction housing specifications when needed.

6.8. Preconstruction Conference

Preconstruction conference attendance on an as-needed basis.

6.9. Lead-Based Paint Inspection

Perform Lead-Based Paint Inspection on all homes built prior to 1978. If lead is present, a Risk Assessment will be conducted to determine the presence, type, severity, and location of lead-based paint hazards (including lead hazards in paint, dust, and soil). The risk assessment will provide project designs to control the lead hazard with an estimated cost of work. If lead control work is performed, the CRA will provide a lead clearance report with all supporting documentation. Anyone performing this task must be Georgia Environmental Protection Division (EPD) Certified Lead-Based Paint Inspectors, Risk Assessors, and Project Designers. All lead-based paint hazards are governed by the following regulations:

- HUD implementing regulations (24 CFR Part 35).
- The Residential Lead-Based Paint Hazard Reduction Act of 1993 (PL 102-550).

- The GA EPD Lead-Based Paint Renovation, Repair, and Painting (RRP) Rules. More information about the Renovation, Repair, and Painting Rule can be found at the following website: <http://www.hud.gov/offices/lead/training/rrp/rrp.cfm>.
- The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831-5 et al)

6.10. Asbestos Testing

Asbestos testing as needed. If asbestos is found, the CRA will provide an asbestos clearance report once the asbestos has been removed. Any firm conducting asbestos testing must be GA EPD Certified Asbestos Testing Firm.

NOTE: Not all firms applying may have said services in-house. However, any responding firm must be able to subcontract out the work to a contractor that meets all the above requirements.

NOTE: The contracting firm will be required to send one employee, at their expense, to HUD training to become Uniform Physical Condition Standards inspection code (UPCS) Certified. The UPCS is a standardized inspection code created by HUD and Congress in 1998 as a way of establishing a dynamic inspection code that could satisfy the diverse housing stock monitored by HUD.

7. Evaluation Procedures

All RFP submissions will be reviewed to determine if they meet the mandatory Proposal requirements. Those RFP submissions not meeting the mandatory requirements will be deemed “non-responsive.” The “responsive” RFP submittals will be evaluated and ranked. Selected Home Inspection Firms may be contacted by the SGRC for an interview.

The SGRC may choose to award a contract after the evaluation, ranking, and interview (if held) process. Priority will be given to those companies that are local, disadvantaged, and small businesses, or companies that partner with local, disadvantaged, and small businesses.

The SGRC reserves the right to not make a selection of an “approved” Home Inspection Firm should it believe that respondents to the RFP will be incapable of delivering the necessary level of services within an acceptable price range and/or time. The SGRC also reserves the right to reject any and all proposals submitted in response to the RFP and to enter into negotiations with the respondents to the RFP as may be necessary or appropriate to refine the scope of services, fee arrangements, or any other aspect of the services to be provided hereunder. The SGRC reserves the right to negotiate any line item on the Proposal.