



REQUEST FOR PROPOSAL

CITY OF ROCHESTER OWNER-OCCUPANT REHABILITATION PROGRAM

I. Purpose.

The purpose of this RFP is to solicit consultants that are interested in offering services for the City of Rochester. The term of the agreement will be for one year to provide construction management and customer services for homeowners interested in applying to the City of Rochester's Owner-Occupant Rehabilitation Program (OORP). The program will be funded by the City's Community Development Block Grant Program. The City will review proposals and make up to four selections based on criteria stated in Section VIII.

II. Program Description.

The purpose of the OORP is to provide financial assistance to eligible owner-occupied single-family structures to address major repair needs, code violations, lead based paint hazards and deficiencies affecting health and safety. Primary work activities may include but not be limited to: roofing, window and door replacement, driveways, painting, siding, porch repair and/or replacement, security fencing, furnace repair/replacement, electrical services, and water and sewer line repair.

III. Scope of Services.

The Consultant will provide construction management and customer services on the City's behalf to support the OORP. The consultant will act as a distribution center to disseminate and receive program applications, assist property owners with completing the application, and ensuring that all submission documents are collected and verified. The Consultant will ensure that applications are easily accessible to the public and that knowledgeable staff are available to ensure high-quality customer services. It is also expected that the Consultant make available meeting space for client consultation and be able to provide services in the field.

The Consultant will make considerable efforts to affirmatively market the program to the community. This will include, but not be limited to: direct mailing, organizing workshops, making presentations at community events, responding to requests from neighborhood groups/property-owner associations to provide presentations, and placing advertisements in local newsprints. Program information (brochures, flyers, etc.) will also be provided at

the office of the Consultant for general distribution. The Consultant will be responsive to attending events as requested by the City.

The following information must be collected by the Consultant:

1. Application.

The application and accompanying forms will be provided by the City. All forms must be completed and signed by the property owner.

2. Household Income.

Collecting and verifying household income is essential. Annual household income cannot exceed 80% of the area median income as established by HUD. Training for this activity will be provided by the City.

3. Distribution of EPA Pamphlet.

The City will provide the Consultant with copies of the EPA pamphlet, "*Renovate Right*". The Consultant will ensure that property owners receive this pamphlet and will obtain a signature as documentation of this transaction.

4. Property Deed.

The Consultant will obtain a copy of the property deed to evidence proof of ownership. The name(s) on the deed must be consistent with the person(s) that sign the application.

5. Insurance.

The Consultant will obtain a copy of the owner's fire and liability insurance policy for the property. The City of Rochester must be named as additionally insured.

6. Contractor Selection Sheet.

The Consultant will provide a contractor selection sheet and list of approved contractors. The selection sheet is to be completed and signed by the property owner.

7. City Disclosure.

The Consultant will ensure that the property owner signs a disclosure to disclose any direct relationship existing between the property owner and the City of Rochester.

The following procedures must be followed in carrying out program activities:

A. Program Approval and Enrollment

Applications will be reviewed by City staff for completeness. Completed applications will receive approval by the City and an approval letter will be mailed to the property owner. Applicants will be notified of their enrollment, any requirements such as property owner training, and be given a brief description of the next steps.

B. Lead-Based Paint Inspection/Risk Assessment

After the program approval letter has been issued, the City will contact an EPA-approved lead-based paint evaluation firm to request that an appointment be made with the property owner to schedule a lead-based paint inspection/ risk assessment for each enrolled unit. Completed reports are mailed to the City. All lead based paint hazards identified in the report must be addressed through the program.

C. Work Specification Development

Upon receipt of the lead inspection report, the Consultant will contact the property owner to schedule an appointment to complete the work write-up. The write-up will address all lead-based paint hazards identified in the report, property code and health and safety issues, and other work activities specified in the program. Completed write-ups will be submitted to the City for approval.

D. Procurement.

The work specification will be bid by the Consultant to all contractors that appear on the applicant's contractor selection sheet. The project will be awarded to the lowest responsible bidding contractor. The selected contractor must agree to complete the work for the amount of the estimate prepared by the City or be within 10% of the amount. If estimates exceed the threshold, the project will either be re-bid or the owner may chose to pay for the overage.

E. Contractor Selection

The Consultant will meet with the property owner to review the contractor's estimate(s), and the property owner will be required to sign the agreed-upon estimate. The signed estimate will act as the contract between the owner and the contractor to authorize the contractor to perform the work.

F. Program Agreement Preparation

Property owners must sign an agreement with the City of Rochester to ensure that owner-occupants maintain the property as their principal place of residency for a period of three years. The City may also require that property owners execute a note and mortgage to secure the city's funds.

G. Pre-Construction Meeting

The Consultant will issue a Notice to Proceed to the property owner and contractor followed by a pre-construction meeting with the property owner, contractor and City Property Rehabilitation Specialist. The work scope will be discussed, the occupant protection plan will be addressed, and relocation requirements, if necessary, will be arranged during the meeting.

H. Construction.

All work is to be completed according to the construction contract executed between the property owner and the contractor. Completion of work will vary in time depending on the

complexity of the project. It is projected that all projects will be completed in no more than 45 calendar days. At least one inspection will be completed during construction followed by a final inspection at the conclusion of the project.

I. Lead-Based Paint Clearance

It will be the responsibility of the Consultant to obtain a lead based paint clearance report from an EPA-approved firm upon conclusion of the project. The clearance report will be mailed to the property owner which will serve as authorization for occupants to re-occupy the unit.

J. Payment Process.

The contractor will submit a completed project file to the City for processing. The property owner will be required to sign a certificate of completion to authorize the City to pay the contractor.

IV. Funding.

The City will make available \$700,000 to support the OORP. It is the City's expectation to make up to four awards to service the City's four quadrants: southeast, southwest, northeast and northwest. Respondents may submit a proposal for more than one quadrant.

V. Eligibility and Requirements.

Applicants must satisfy the criteria below:

- Must be a legally established organization located in the City of Rochester and be in good standing with the City of Rochester.
- Must have at least 5 years experience operating federally-funded housing rehabilitation programs for 1-4 unit residential structures.
- Must have at least one staff that has EPA certification as Lead Abatement Supervisor and Lead Renovator (RRP).
- Must be able to serve one or more City quadrants as defined as the northeast, northwest, southwest and southeast.
- Respondents must submit a proposal for their own agency. Proposals for a collaborative which involves two or more agencies will not be accepted.
- Must provide a cost allocation plan which details how City funds will be assigned. This will include an indirect-cost plan to detail salaries, fringe benefits and overhead and a construction budget that details project costs.
- Respondents must maintain insurance for at least \$1 million for general liability and worker compensation.

- Respondents must adhere to federal regulations at 24 CFR part 84 or 85 concerning administrative requirements and adhere to all applicable CDBG circulars.
- Respondents must adhere to federal regulation concerning lead hazard control at 24 CFR Part 35.

VI. Matching Funds

The City strongly encourages applicants to provide matching funds for the program. Matching funds can be a direct funding match to be used in combination with City funds for the rehabilitation of properties or it can be in the form of contributed staff time. Matching funds should be equal to or greater than 30% of the amount of City funds being requested.

VII. Reporting.

The Consultant will provide the City a weekly report of the following:

- A. Names and addresses of property owners that were mailed an application and those that have returned applications.
- B. An ongoing database of property owners that have returned incomplete applications where assistance is being provided.
- C. Completed marketing efforts.

VIII. Selection Process.

Each proposal will be evaluated and scored by the City according to the submission criteria listed below. Proposals with the highest scores will be selected for the program.

Organizational Capacity (40pts.)

Include a description of the agency, its mission, and history of completing 1-4 unit residential affordable housing projects over the past 5 years. Be sure to include a list of funding awards received to support rehabilitation projects and provide details on any lead hazard control work performed.

Management Plan- (30pts.)

An identification of who will carry out the activities for application intake, construction management and fiscal oversight for the program. Include staff resumes and certifications for Lead Abatement Supervisor and EPA-Renovation, Repair and Remodeling (RRP).

A description of the agency's activities covering September 2013 – August 2014. If the staff members identified above are involved with other agency activities, explain how these activities will be performed in concert with the OORP. It is important to provide assurances that agency activities will not negatively impact the OORP.

Budget. (10pts.)

Include a budget for construction, indirect costs (salary & fringe), materials, supplies, marketing, and any matching funds being proposed.

Matching Funds (10pts.)

Ten (10) points will be awarded. for applicants that provide matching funds as defined above in VI.

Marketing Plan. (10pts.)

Include a marketing plan for how the community will be notified of the availability of funds.

IX. Deadline/Submission Requirements.

Responses are due no later than **3:00pm on July 31, 2013.**

An informational meet will be held in City Council Chambers on July 16, 2013 from 10:00-11:30am.

All questions concerning this RFP may be referred to Conrad Floss, Associate Community Housing Planner at 428-6820 or at flossc@cityofrochester.gov.

Three (3) hard copy responses shall be returned to:

**Conrad Floss
Department of Neighborhood & Business Development
Bureau of Business & Housing Development
30 Church St., Room 005A
Rochester, NY 14614**

