I. SUMMARY OF THE PROGRAM

This Request for Proposals (RFP) solicits an individual or a firm to provide Construction Monitoring Services for the Snow Belt Housing Company, Inc. (“SBHCI”) Rehabilitation Program in Lowville, New York on a case-by-case basis. SBHCI is a non-profit, 501(c)(3) tax-exempt organization whose primary purpose is to promote neighborhood revitalization in the County of Lewis. SBHCI encourages participation by certified Section 3, small, disadvantaged, minority, Veteran, and/or women-owned businesses.

DISCLAIMER: By publication of a public notice as detailed in this RFP, SBHCI is not obligated to fund any proposal or contractor. Furthermore, award of a contract and volume of projects is entirely contingent upon availability of funding.

II. GENERAL INFORMATION ABOUT THE CONTRACT

Description of Services: Construction Monitoring Services are requested for housing projects that include: site visits at appropriate intervals to insure that construction work is proceeding in accordance with contractual parameters.

Projects: Proposing to complete 12-14 Minor to Moderate Rehabilitation Projects every year. Individual rehabilitation project costs range from approximately $10,000 up to $90,000; with an average project cost of $32,500. Projects consist of owner occupied, detached single-family structures, single-family houses that are vacant and for sale, and multi-family units that require an upgrade to decent, safe and sanitary conditions, repair or replace major building systems components that are in danger of failure and comply with the Housing Quality Standards or other standards approved by HUD (improvements being of a modest nature and other than routine maintenance), new construction and/or the conversion of existing structures into housing units.

Payment: SBHCI funded approximately $30,000 for construction management services in 2022. Payment for service will be issued after submission of invoice acknowledging that service has been completed. Typically, invoices are paid every one - two weeks depending on the date they are received by SBHCI staff and the individual funding source payment schedules. The time frame for completing work is dependent on size and scope of the project and season/weather conditions.

III. SPECIAL TERMS AND CONDITIONS

Conflict of Interest: In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR 200.317 and 200.318 shall apply. The primary source of funding used to pay for specifications and construction management services are federal funds provided directly to SBHCI or to municipalities in the County of Lewis. There must be no conflict of interest on the part of the County of Lewis, public officials or the contractor in relation to the execution of the contract.

IV. DESCRIPTION OF CONSTRUCTION MONITORING RESPONSIBILITES

1. Coordinate appointments with SBHCI Rehabilitation Coordinator and homeowners; projects can be located anywhere within the County of Lewis.
2. Attendance at pre-construction meetings with the homeowner, Rehabilitation Coordinator and the contractor to review the Scope of Work (written specifications) may be required, based on complexity of rehabilitation.
3. Monitor construction contractual compliance by completing an inspection checklist, detailing notes related to progress or areas of concern, and document construction milestones with photos or digital images in accordance with program requirements.
4. Progress inspection notes should address each item listed on the Scope of Work (written specifications). *Progress inspections shall not take the place of Scope of Work items that require a licensed inspection (electrical, code enforcement, etc.)*

5. Review details of progress inspections with contractors and Rehabilitation Coordinator.

6. Review and recommend change orders. Change orders must be approved in writing by SBHCI Rehabilitation Coordinator and at the discretion of the funding source.

7. Perform a final closeout inspection of the property.

V. **MINIMUM QUALIFICATIONS**

1. Minimum of two-years’ experience in supervising construction duties.

2. Hands on residential rehabilitation experience with various funding sources preferred.

3. Knowledge of phases and trades involved in housing rehabilitation.

4. Ability to recognize and address health and safety deficiencies in properties.

5. Ability to strictly monitor contractor's performance, document contract compliance and help resolve disputes.

6. Successful bidders must have a minimum of $1,000,000 in general liability (including hazardous substances coverage) with errors and omissions coverage.

VI. **PROPOSAL FORMAT SUBMISSION AND DUE DATE**

1. Submission details:
   - A. One complete packet should be submitted in a sealed envelope labeled “2022-23 RFP for Construction Monitoring” to the following address:
     C/O Jaylyn Heames, Executive Director | Snow Belt Housing Company, Inc. | 7500 S. State Street | Lowville, NY 13367
   - B. One electronic copy described above should be emailed in PDF format to jaylyn@snowbelt.org.

2. Proposals must be received by SBHCI no later than 4:30 p.m. on Friday, February 24, 2023.

Direct requests for additional information or questions about the RFP to Jaylyn Heames via email jaylyn@snowbelt.org.

VII. **INFORMATION FOR SUBMISSION OF PROPOSAL**

Attach additional pages and refer to section and number to fully answer questions. Only include information about your company that is most relevant to the RFP.

1. Organization Information, Estimates and Certification (Section VIII, Section IX, Section X)

2. Resume/References
   - Attach up to date copy of the latest resume for each construction management team member. Include relative experience and licensure (if applicable, not required).
   - List at least three agencies or clients for whom you have provided construction services to. Information should include organization/client name, point of contact, phone, email, project size, type and cost.

3. Licensure and/or Insurance
   - List of applicable licenses (*preferred, not required*), proof of special designations (MWBE, Small or Local Business, Veteran Owned, Section 3, etc.) and/or applicable trainings
   - Attach proof of insurance.
VIII. ORGANIZATION INFORMATION

ORGANIZATION: ________________________________________________________________

ADDRESS: ________________________________________________________________

SPECIAL DESIGNATION (non-profit, sole proprietor, corporation, MWBE, etc.): ______________

POINT OF CONTACT: ___________________________ TITLE: ___________________________

PHONE NUMBER: ___________________________ EMAIL: ___________________________

TAX ID/FEIN: ________________________________________________________________

IX. FEES FOR SERVICE

Please provide Construction Monitoring Services rate by hour and a cost estimate for per project fee below.

Scope of Work for Construction Compliance Inspector Service: Site visits at appropriate intervals to insure that construction work is proceeding in accordance with contractual parameters. Final Inspections are required for each project and must include evaluation of specifications and closeout pictures.

1. Hourly Rates – Please provide the hourly rates for the Construction Monitoring $ ______________

2. Per Site Visit- Please provide the rates for Construction Monitoring site visit $ ______________

3. Per Project Estimate- Please provide an estimated cost for the below sample project $ ______________
   This estimate is for comparison purposes only, please assume the project will require 3 visits.

   PROJECT SAMPLE:
   
   Item #1: Demo
   a. Remove both the front and side enclosed porch structures and the resulting debris.
   b. Construct a basic, enclosed airlock/entry roughly 4’x5’ at the side entry door.
   
   Item #2: Roofing
   a. Repair compromised main roof structure where rafter(s) were cut. Return to as close to original roof plane as is practical ensuring structural integrity.
   b. Perform any necessary repairs to the existing metal roofing to include but is not limited to; replacement of up to 10% of roofing if defective, replacement or repair of any defective, missing or improperly installed flashings, etc.,

   Item #3: Siding/Foundation
   a. Repair/repoint the (10’ +/-) stone foundation wall on the south wall.

X. CERTIFICATION

I certify that all of the information presented in this proposal is true and accurate to the best of my understanding. I also certify that I have the authority to submit this proposal (which may result in a contractual relationship with Snow Belt Housing Company, Inc., Lowville, New York).

_________________________________________  ________________________________________
Authorized signature                        Date

Print name and title
SBHCI 2023 Construction Monitoring - RFP