I. SUMMARY OF THE PROGRAM

This Request for Proposals (RFP) solicits an individual or a firm to provide Specification Writing 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: Specification Writing includes property inspection, scope of work development (specification writing), cost estimate, and attendance at pre-construction meetings as necessary; meeting attendance can be virtual or in person. Projects can be located anywhere in the county of Lewis.

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 to 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

Proper Record Keeping: Contractor must maintain accurate project records and must permit complete access to those records for audit purposes.

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 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, contractor or sub-contractor in relation to the execution of the contract.

III. DESCRIPTION OF SPECIFICATION WRITER'S RESPONSIBILITES

1. Coordinate initial inspection with SBHCI Rehabilitation Coordinator and homeowners.
2. Complete initial inspection checklist and attach photos or digital images of each proposed item on the scope of work.
3. Prepare detailed specifications based on initial inspection and prepare the initial cost estimate for each project in accordance with applicable codes and program requirements. Note: projects should consider energy efficiency, and...
integrate lead hazard controls into the scope of work. Specification Writers do not need to test or assess for lead based paint hazards; a complete Lead Hazard Control Plan will be provided by a separate, qualified professional.

4. Advise project team members on the details related to specifications for clarification purposes.
5. Attendance at pre-construction meetings with project team may be required, based on complexity of rehabilitation.
6. Collaborate with Construction Inspector for the final closeout of the project as necessary.

IV. MINIMUM QUALIFICATIONS

1. Minimum of two-years’ experience performing duties similar to those described in Section III.
2. Residential rehabilitation experience with various funding sources preferred.
3. Ability to write concise rehabilitation specifications based on units of materials installed rather than open-ended tasks.
4. Knowledge of current unit pricing for both labor and material for rehabilitation work items.
5. Ability to be innovative in developing effective methods that address health and safety deficiencies.
6. Good written and verbal communications skills.
7. Working knowledge of the U.S. Department of Housing and Urban Development’s (HUD’s) Guidelines for the Evaluation and Control of Lead-Based Paint Hazards.
8. Thorough understanding of building codes and building standards of State and Federal funding sources pertaining to residential rehabilitation.
9. Successful bidders must have a minimum of $1,000,000 in general liability (including hazardous substances coverage) with errors and omissions coverage and valid Worker’s Compensation insurance.

V. 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 Specification Writing” 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. Process for Scoring RFP is as follows:
   A. Each member of SBHCI Project Committee will review and rate the submitted RFPs individually.
   B. A member of the Project Committee will then conduct follow-up investigations and contact references.
   C. The Project Committee will then meet as a group to discuss, explore, evaluate and question each candidate’s experience, reliability, ability to deliver sound professional services in a timely manner, and pricing to make a final selection.
3. 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.

VI. INFORMATION FOR SUBMISSION OF PROPOSAL

1. Organization Information, Estimates and Certification (Please complete Section VII, Section VIII, Section IX)
2. Resume/References
   - Attach up to date copy of the latest resume for each team member. Please include relative qualifications, applicable licensure, the type and number of projects you were responsible for, and experience related to projects funded by HUD or other public funds. 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. Sample Documents (work specification and cost estimate prepared by you or your company)
4. 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.
VII. ORGANIZATION INFORMATION

ORGANIZATION: ________________________________________________

ADDRESS: _____________________________________________________

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

POINT OF CONTACT: ___________________________ TITLE: ___________________________

PHONE NUMBER: ___________________________ EMAIL: ___________________________

TAX ID/FEIN: _____________________________________________________

VIII. FEES FOR SERVICE

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

Scope of Work for Specification Writing Service: Include photos or digital image documentation, rehabilitation specifications including incorporation of the Lead Hazard Control Plan, cost estimate, and pre-construction meeting attendance.

1. Hourly Rates – Please provide the hourly rates for Specification Writing $ ______________

2. Per Site Visit- Please provide the rates for additional site visits $ ______________

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.

   SAMPLE PROJECT DETAILS
   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.

Sample Project Estimate will not be considered a binding agreement; the estimate is for the purpose of project budgeting.

IX. 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 SW - RFP