

City of Washington, Iowa

Request for Technical Services Proposals- CDBG Housing

The City of Washington is requesting proposals for technical services to assist with a housing rehabilitation program receiving Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City/County is applying for funds to develop and implement an owner-occupied housing rehabilitation program for low to moderate income homeowners.

The selected contractor will work with the City to ensure compliance with CDBG program requirements.

The following outlines work specifications and the request for proposals:

I. Scope of Work: The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- a. Prepare application materials, process individual applications, verify income, and all other eligibility criteria for each housing rehabilitation applicant according to requirements established by IEDA.
- b. Conduct initial property inspections to determine what work items are needed to comply with the Iowa Minimum Housing Rehabilitation Standards and HUD's Lead Based Paint Standards.
- c. Prepare work specifications and descriptions for public bidding that are within program budgetary limits.
- d. Prepare and post as a legal notice the Notice to Bid in the local newspaper. Notify MBE & WBE as listed in the CDBG Management Guide.
- e. Conduct pre-bid meeting and issue any necessary addendums.
- f. Mail out public bid materials to interested contractors and plan rooms. Identify lead-based paint and rehabilitation items for the specifications.
- g. Prepare line item cost estimates.
- h. Prepare construction contracts and obtain necessary signatures.
- i. Prepare necessary change orders, including cost estimates for changes.
- j. Perform ongoing quality control inspections during construction and notate issues/ concerns as needed.
- k. Ensure contractor provides quality work and that homeowner is pleased with the outcome.
- l. Receive necessary lien waivers and review for accuracy.

- m. Ensure compliance with lead-based paint requirements, including: providing homeowner with required notices, working with homeowner, ensuring contractor complies with lead based paint safe work practices, and perform lead based paint clearance testing and provide lab results.
- n. Perform federal Section 106 clearance process with IEDA and Iowa State Historical Society.
- o. Prepare and submit contractor and subcontractor clearance forms to IEDA.
- p. Schedule and attend local housing committee meetings. Prepare notes from meetings.
- q. Provide information on expenditures for IEDA reports.
- r. Manage dispute resolution as outlined in the City of Washington program administrative plan.
- s. Prepare, execute, and file mortgages on properties.
- t. Retain records for 5 years past the date IEDA closes CDBG agreement with HUD

II. Statement of Qualifications. Proposals to the City of Washington include the minimum information:

- Description of experience with IEDA’s housing rehabilitation CDBG program
- Description of past technical services provided
- Description of organizational capacity to complete all necessary technical services activities, including resumes of all employees who will be or may be assigned to this project
- Listing of all subcontractors that will be used for the project and a description of the work each subcontractor will perform
- References from previous clients of related work within the past five years
- Copy of Lead Assessor/Risk Inspector certification form for each inspector to work on the project

III. Proposed cost of services. Proposals to the City should include the proposed cost to accomplish all scope of work for activities outlined above.

IV. Evaluation criteria. The City will evaluate and rank proposals received according to the following criteria:

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| | <u>Maximum</u> |
| Experience with the state’s housing CDBG program: | 30 points |
| Previous work performance: | 30 points |
| Capacity to complete scope of work: | 20 points |
| Proposed cost: | <u>20 points</u> |
| Total: | 100 points |

V. Deadline for submission. Proposals must be submitted no later than Monday, June 15 at 5 PM. Proposals should be submitted to bhinson@washingtioniowa.gov. Questions regarding this request for proposals should be directed to City Administrator Brent Hinson at bhinson@washingtioniowa.gov.

Section 3 clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).