



Pike County, Pennsylvania

Request for Qualifications (RFQ)

**Housing Rehabilitation Inspection
Services**

Qualifications due Friday, March 10, 2023 at 5:00 p.m.



Pike County, PA
Request for Qualifications (RFQ) for Housing Rehabilitation Inspection Services

Introduction

Pike County is seeking a housing rehabilitation inspection service firm to provide assistance with its housing rehabilitation program funded through the COVID-19 ARPA Whole Home Repairs Program and other sources. The housing inspection services firm will be precluded from bidding on construction service contracts.

Pike County reserves the right to amend or withdraw this RFQ, and to withdraw at any time from the process and negotiations with no recourse for any Applicant. The County reserves the right to adjust the timeline, and to waive minor deficiencies in meeting the stated requirements of the qualifications package. The County reserves the right to request additional information from Applicants.

Responsibilities of Selected Firm

The housing inspection services firm responsibilities may include the following:

- Prepare scopes of work and cost estimates for properties to be rehabilitated
- Prepare before and after photographs of assisted properties
- Certify cost reasonableness of bids received for properties
- Facilitate communication as needed between homeowners, contractors, and the county
- Ensure that work does not begin until all required permits and a notice to proceed are issued
- Facilitate pre-construction conference with homeowner and contractor and complete pre-construction conference checklist
- Review and approve change orders
- Ensure lead paint safety measures are followed as required
- Conduct three progress inspections and a final inspection of each property
- Approve contractor payment requests
- Facilitate final walkthrough with owner
- Complete rehab standards inspection form and ensure all properties meet minimum PA rehabilitation standards
- Accurately complete all project documentation required by the Pennsylvania Department of Community and Economic Development and Pike County
- Provide other services as needed to support the housing rehabilitation program

Minimum Qualifications

Applicants must have the following qualifications to be considered:

- At least three (3) years of experience providing housing inspection services
- Familiarity with DCED Housing Rehabilitation Guidelines
- Familiarity with housing needs in Pike County
- Capacity to deliver the project on time
- Not debarred or suspended
- Insurance coverage as required by funding sources

Statement of Qualifications

Applicants should submit an application using this form:

<https://form.jotform.com/230464496365059>

Qualifications are due Friday, March 10, 2023 at 5:00 p.m.

The County is not liable to pay or reimburse any costs incurred by Applicants in the development, submission or review of qualifications packages.

All applications will generally be considered public records which are subject to public inspection.

Qualifications may be withdrawn or corrected prior to the due date and time. Changes may not be made to qualifications after the due date and time.

Selection Criteria

All applications will be scored and ranked using the following criteria:

Criteria	Maximum Points
Experience of the agency with providing housing inspection services	35
Knowledge of, and experience applying, DCED Housing Rehabilitation Guidelines	25
Knowledge of housing needs in Pike County	10
Cost of services to be provided	10
Approach to the project	10

Capacity to complete work accurately and on time	10
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Selection Process

All qualifications received will be ranked using the selection criteria in this RFQ. The applicant with the highest score will be selected to provide services. The most qualified applicant may be selected regardless of price, subject to negotiation of fair and reasonable compensation.

Timeline

Friday, February 17, 2023	RFQ Issued
Friday, March 10, 2023	Qualifications due
Friday, March 17, 2023	Selection of housing inspection services firm

Conflicts of Interest

No employee, agent, consultant, officer, or elected official or appointed official of the County of Pike, or of any designated public agencies, or of subrecipients that are receiving Pike County funds who exercise or have exercised any functions or responsibilities with respect to Pike County activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a Pike County-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a Pike County-assisted activity, or with respect to the proceeds of the Pike County-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

Questions

Direct questions regarding this RFQ to Sara Hailstone, Pike County Consultant, at (570) 687-6112 or shailstone@hailstoneeconomic.com.

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employe of any agency, a member of Congress, an officer or employe of Congress, or an employe of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employe of any agency, a member of Congress, an officer or employe of Congress, or an employe of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

SIGNATURE: _____

TITLE: _____

DATE: _____

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract Grant cooperative agreement loan loan guarantee loan insurance	Status of Federal Action: a. bid/offer/application initial award post-award	Report Type: a. initial filing material change For Material Change Only: year _____ quarter _____ date of last report _____
Name and Address of Reporting Entity: Prime Subawardee Tier _____ <i>(if known)</i> Congressional District, <i>if known</i> : _____		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> : _____
Federal Department/Agency: _____		Federal Program Name/Description: CFDA Number, if applicable: _____
Federal Action Number, if known: _____		Award Amount, if known: \$ _____
a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____		Individual Performing Services (including address if different from 10a) (last name, first name, MI) _____
11	Information requested through this form is authorized by title 31 U.S.C., section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make a payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

Identify the status of the covered Federal action.

Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

Enter the full name, address, city, State, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.

If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State, and zip code of the prime Federal recipient. Include Congressional District, if known.

Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

(a) Enter the full name, address, city, State, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10(a). Enter the Last Name, First Name, and Middle Initial (MI).

The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



NON-COLLUSION AFFIDAVIT

PROJECT/PROPERTY LOCATION (STREET ADDRESS):	CONTRACT/PROJECT NUMBER:
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This Non-Collusion Affidavit is material to any contract/purchase order awarded pursuant to this bid. According to Section 4507 of Act 57 of May 15, 1998, 62 Pa. C.S., ss 4507, governmental agencies may require Non-Collusion Affidavits to be submitted with any bids.

By submittal of a bid for the above referenced project and execution of this affidavit, the following statements are acknowledged:

- The price(s) and amount of bid have been arrived at independently and without consultation, communication or agreement with any other Contractor, potential Contractor or bidder.
- Neither the price(s), amount of this bid nor the approximate price(s) or amount of bid, have been disclosed to any other company or person who may be a Contractor or potential Contractor, nor will they be disclosed prior to this bid opening.
- No attempt has been made, or will be made, to induce any company or person to refrain from bidding on this contract or submit a proposal higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- This bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from any company or person to submit a complementary or other noncompetitive bid.
- To my best knowledge, the Contractor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- The Contractor is not currently under suspension or review by the commonwealth, or any other Federal, State or Local Governmental entity. If certification cannot be made, a written explanation to support the inability of providing such shall be submitted with this bid.

LEGAL NAME OF CONTRACTOR OR CONSTRUCTION COMPANY (PLEASE PRINT):

AUTHORIZED REPRESENTATIVE (PLEASE PRINT):

TITLE:

I state that I am authorized to make this affidavit on behalf of the above name Contractor or Construction Company and am the person responsible for submitting this bid and price(s) and amount included therein.

SIGNATURE (AUTHORIZED REPRESENTATIVE):

NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED

BEFORE ME THIS ____ DAY

OF _____, 20____

MY COMMISSION EXPIRES:

The following information is to provide (at minimum) an overall explanation of non-collusion and the role/responsibility of entities desiring to participate in the bidding process for pending projects as advertised.

- A Non-Collusion Affidavit must be executed by the person responsible (i.e; owner, employee, officer) for making decisions on price(s) and amount(s) quoted in the bid.
- Bid rigging and other efforts to restrain competition, and making false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should be aware of all bidding requirements and protocol. By signing this document, she or he must be assured that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder as to their responsibilities for the preparation, approval and/or submission of the bid.
- In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid proposal, and an affidavit be submitted separately on behalf of each party.
- The term “complementary bid” as used in the affidavit, incorporates the meaning commonly associated with its’ use in the bidding process. This includes the knowing submission of bid amounts higher than the bid from another Contractor, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- Failure to submit an affidavit with the bid proposal in compliance with these instructions may result in disqualification of the bid.