



Request for proposal (RFP) PY2023 Community Housing Impact and Preservation Grant (CHIP) Program.

Pursuant to the Ohio Development Service Agency, Community Services Division, Office of Community Development, Program Policy Notice: OCD 21-03, Pike County is soliciting information from selected organizations relevant to their work capabilities and qualifications for a Community Housing Impact and Preservation (CHIP) Program.

(Scope of Work)

Pike County Community Housing Impact and Preservation Program shall meet, at a minimum, the requirements of the US Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and the Department's HOME Program, as well as the Office of Community Development (OCD).

These requirements include but are not limited to the ability to:

Rehabilitation Inspection Services:

- Establish and maintain a program oversight effort to inspect the homes to be rehabbed before work is begun, during construction, and after construction is complete, but before payments have been approved.
- Schedule inspections for lead paint, plumbing, and furnaces as needed.
- Conduct contractor tours of proposed projects.
- Undertake a "walk-through" of projects with homeowner selected contractors.
- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability.
- Provide Pike County Community Development staff with written specifications, provide board of commissioners cost estimates day of bid opening.
- Review contractor bids and submit the "lowest and best" bid.
- Conduct interim inspections to assure work is being properly undertaken and assist with any necessary day-to-day administration of the project, including all Lead Hazard Reduction activities, as well as assure progress payments are justified for all projects.
- Conduct clearance testing for Lead hazard final inspection and authorize final payments on all projects.
- Approve all contractors pay requests and approve change orders.
- Provide PCCD staff with technical updates, documents, and materials relative to rehabilitation standards.
- Be available for telephone consultation at appropriate and convenient times.
- If needed, meet with homeowners, contractors and PCCD staff to provide documentation/information for dispute resolution.
- Provide before, during and after photos of the projects for rehabs. For home repairs, provide before and after photos.
- Provide PCCD with technical updates, documents, and materials relative to rehabilitation standards.

A contract resulting from this RFP is subject to OHCP restrictions and approval. All applicable Federal, State and Local laws and requirements will apply. The statement of qualifications must, at a minimum, contain the following information:

1. A description of the company's overall activities.
 2. The company's history and organizational structure including Community Housing Impact and Preservation Program (CHIP) management.
 3. Documents to clearly show the firm's experience in housing rehabilitation inspection the CHIP program and other Ohio Development Services Agency Programs.
 4. A list of references, including: Company/Organization, Individual/Client's name, title, telephone number, email, project title and description.
 5. Standard fee schedule.
 6. Capability of providing interim controls under the HUD Lead Base Paint Regulations either by holding a license for Lead Risk Assessor, training as Lead Renovator and/or lead Clearance Technician; or being in contract with a company able to demonstrate the services. Said "contract" must be demonstrated by contract or Letter of Commitment to provide Lead Based Paint services.
- Housing Inspection Firms are invited to submit qualification statements and cost proposals to be received no later than 4:00 pm, **Friday, May 5th 2023, by 4:00p.m.** to: Pike County Community and Economic Development Office, 116 S. Market Street, Suite 103, Waverly, Ohio 45690 or via email: marenda@pikecountydevelopment.com