REQUEST FOR PROPOSALS

TO PROVIDE

HOUSING INSPECTIONS

This is a Request for Proposals to provide Housing Inspections for the City of Leland, Mississippi, for a HOME Homeowner Rehabilitation Grant. The grant is designed to provide grant funds to rehabilitate/reconstruct homeowner occupied units in the City of Leland.

Prospective proposers must be licensed by the Mississippi Home Inspector Board and have a new home certification. A copy of your license must be attached to your proposal or you will not be considered.

You are invited to submit a proposal, in accordance with this request, to the City Clerk, P.O. Drawer 271, Leland, MS 38756, no later than 10:00 A. M. local time on March 2, 2016. Proposals will be opened by the Board on March 2, 2016.

The Inspector shall perform all necessary preliminary inspections, work write-ups, and work in progress inspections to properly carry out the activities in the project in accordance with state and federal law. A minimum of 4 inspections will be performed during various phases of the project. A work description for housing inspection services can be obtained by contacting Randall Lauderdale, P.O. Box 1776, Greenville, MS 38702-1776, Phone No. 662-378-3831.

The contract will be on a fixed price per unit basis. Those desiring consideration should submit proposals by the time and date above stated and must include the following:

1. Qualifications - List of qualifications of each staff person to be assigned to the project.

2. Experience - Information regarding the experience of the firm. Information shall include types of project activities undertaken as well as specific projects with which proposer has worked.

3. Capacity for Performance - Identify the numbers and titles of staff available to be assigned to provide services.

4. Proposed Work Schedule - Schedule for accomplishing each phase of the project.

5. Price - Price per unit to perform the work. This should be a fixed price per unit, not a price per inspection.

All proposals will be rated on the following system to determine the best offeror: Qualifications - 20, Experience - 20, Capacity - 20, Proposed Work Schedule – 20, Price - 20. Total points equal 100.

Proposals will be reviewed by a committee using the above criteria. Negotiations will be conducted to determine a mutually satisfactory contract first with the offeror receiving the highest number of points and the offeror whose proposal is most advantageous to the City of Leland. Each committee member’s points count separately, not as a combined total with other committee members. Offerors must comply with Section 3, of the HUD Act, of 1968.

The City of Leland reserves the right to reject any and all proposals.

The City of Leland is an Equal Opportunity Employer.