

## REQUEST FOR PROPOSALS

The City of Quitman, Mississippi will receive sealed proposals from qualified firms for professional services required in the implementation of its 2015 Home Investment Partnerships (HOME) Program funded by the Mississippi Home Corporation. These services pertain to proposed housing rehabilitation/reconstruction work and are as follows:

**LEGAL:** Examination of all third party contracts for compliance, title work on selected homeowner property to determine ownership, title curative work, if required, to produce legal ownership and clear title to homeowner property, certified title certificates for the targeted homeowners and any other work of a legal nature, if required, for implementation of the project. Four (4) units are targeted for legal work under the HOME program at a maximum per unit fee of \$500.00.

**CERTIFIED REHAB INSPECTOR:** Active MHIB/NH license and adherence to the MHIB Standards of Practice and Code of Ethics, develop plans and specs including a description of materials and construction cost estimates, conduct pre-bid conference with homeowners and prospective bidders, develop bid information packet and secure bids, assist the homeowner in contractor selection based on budget and bid information. In addition, the rehab inspector will perform any and all reconstruction inspections necessary to insure Standard Housing Code compliance and adherence with the plans and specs, verification that specified materials pertaining to electrical, plumbing, roofing, flooring, HVAC, interior and exterior wall coverings, cabinetry, appliances, etc. conform to the plans and specs, obtain warranty and affidavit papers and insulation and termite certificates from the contractors and certification that the reconstruction work meets the Standard Housing Codes as approved by CSD/MDA. Four (4) units are targeted for reconstruction inspection under the HOME program at a maximum per unit fee of \$2,000.00, which includes one (1) re-inspection per unit, if necessary.

**ASBESTOS INSPECTIONS, TESTING AND ASSESSMENT:** Pre-construction inspections, testing and follow-up assessment on all HOME units scheduled for demolition in accordance with 40 CFR Part 61 National Emission Standards for Hazardous Air Pollutants; Asbestos NESHAP Revision; Final Rule and MDEQ Asbestos Regulations. Four (4) units are targeted for asbestos inspection under the HOME program at a maximum per unit fee of \$400.00.

Proposals will be rated according to the following criteria: scope of services (10 points), qualifications (40 points), experience (40 points) and performance capacity (10 points). Proposals are requested in accordance with 24 CFR Part 85 "Common Rule" and any other applicable state and federal rule or regulation. Section 3 regulations shall be adhered to under the HOME procurement of professional services. Section 3 requires that recipients of HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects in their neighborhoods. The City shall adhere to policies set forth by the Fair Housing Act which protects citizens from housing discrimination on the basis of race, color, national origin, religion, gender, familial status or disability. The City reserves the right to reject any and all proposals and to waive any irregularities in the proposal process. Contracts will be awarded to the qualified proposer whose proposal is determined to be the most advantageous to the City.

Proposals must be sealed and labeled and must be delivered to the City of Quitman, Attn: Mayor and Board of Aldermen, P.O. Box 16, Quitman, MS 39355 on or before 5:00 P.M., Wednesday, December 30, 2015. At this time the proposals will be opened and taken under advisement for grading by the Mayor and Board of Aldermen.

Mayor and Board of Aldermen  
City of Quitman