

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**



Helping People. Changing Lives.

REQUEST FOR PROPOSAL

HOME INSPECTION SERVICES

RFP Issued Beginning: 9:00 a.m., June 14th, 2024

Proposal Submission Deadline: 12:00 p.m., June 24th, 2024

Inquiries and proposals should be directed to:

**Hanna Adams, Executive Director
114 Needham Street
Coleman, TX 76834
325-625-4167
mail@cornerstonecaa.org**

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Background

Cornerstone Community Action Agency (CCAA), is a public 501(c)(3) non-profit corporation, established in 1966 under the Economic Opportunity Act of 1964 to fight America's War on Poverty. CCAA's Mission Statement reads: A Community in Action, Empowering people, Changing lives, and Offering hope to Achieve Self-Sufficiency.

The Housing for Texas Heroes (H4TxH) Program affords an opportunity for eligible Low-income, Disabled Veteran homeowners to make significant improvements to their substandard housing situation. Funding is provided through the Texas Veterans Commission. Acting as a Contract Administrator, CCAA will provide rehabilitation/reconstruction assistance to qualifying low-income residents owning and living in substandard housing located within its service area, including Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, and Runnels counties. While CCAA will manage a large portion of this program internally, it expects to contract with various businesses throughout the service area in order to carry out program goals.

The purpose of this RFP is to secure home inspection services for the H4TxH Program. Determining the efforts required in bringing existing substandard housing into compliance with local codes and Texas Minimum Construction Standards will require performing thorough inspection of site-specific structures. An estimate of costs needed to bring the entire structure into compliance with local codes and Texas Minimum Construction Standards will be determined. CCAA will then make the final determination whether rehabilitation of the structure is financially feasible within program budget limitations.

Program Expectations

This request for proposal is to contract for home inspection services for one year. At the discretion of CCAA, the one-year contract can be extended as funding allows. The cost for the option periods will be agreed upon by CCAA and the Proposer.

Scope of Work

The Proposer selected for this program will be expected to provide site-specific home inspection services which include:

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**

- demonstrating a working knowledge and understanding of construction codes and construction techniques;
- providing a list of deficiencies regarding all major systems within home to help CCAA determine the extent of substandard conditions;
- providing digital color photographs to document findings of structure conditions at time of inspection;
- providing a description of suggested repairs, in writing; and
- conducting a post-rehab/reconstruction inspection punch list evaluation.

All major systems include, but are not limited to electrical, HVAC, plumbing, foundation (property grading/drainage), roof, and insulation. At a minimum, CCAA will require the use of the “Initial Inspection Checklist”, in this process (see Attachments A). CCAA will provide guidance on specific photographic documentation requirements. The Proposer shall furnish all labor, materials, tools, equipment, and supervision necessary to complete the services to be performed under this contract. CCAA will make the final determination whether financial feasibility indicates that the structure is to be rehabilitated.

CCAA will provide contact information for each homeowner; however, Proposer will be responsible for scheduling each inspection in a professional and timely manner, keeping in mind that these homes may be occupied. All findings will be submitted to CCAA in written and computerized form within the timeframe established at time of contract. **Proposer’s rate/price quote for these services should be all inclusive for each site-specific home, regardless of the square footage, location, condition, or number of homes to be inspected in each service area.**

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**

Proposal Requirements

Proposal submittals should include at a minimum the following:

- Complete contact information – Name/Address/Phone(s)/E-mail/Fax
- Summary of experience
- Two (2) professional references – Name/Address/Phone/Type of Services Provided
- Estimated turn-around time and delivery of completed inspection findings
- Mileage Rate/Inspection Price quote
- Indication who the primary contact person will be for both the proposal and the administration of the services (if the contract is awarded)

Selection Criteria

Individuals or firms will be selected based on materials submitted in response to this RFP, as well as possible follow-up interviews. The following criteria will be utilized to determine each Proposer's qualifications and should be submitted in a format so that the following four categories are clearly delineated:

- Experience – Point Range 0-20
 - Prior experience working with community action or non-profit agencies on HUD-funded programs or affordable housing programs
 - Prior experience working on similar programs operated by CCAA
 - Prior experience directly related to on-site rehab/new construction projects
- Capacity – Point Range 0-10
 - Adequate staff to perform services in a timely manner
 - Adequate materials, tools, equipment, and supervision necessary to complete the services in a timely manner
- Special Consideration – Point Range 0-20
 - Minority-owned business
 - Woman-owned business
 - Small business
 - Business located within service area
- Rate/Price – Point 0-50

Maximum Points 100

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**

Background and references will be investigated before an award will be announced. A prospective proposer must demonstrate the attributes of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform this contract. CCAA's approach recognizes that nothing is more important than to ensure that the professional service provider is an independent party above any suspicion of having a real or apparent conflict of interest. An inquiry will be conducted to ensure any Proposer has not been debarred or suspended from doing work with any federal, state, or local government.

CCAA may retain the successful Proposer pursuant to a "Best Value" basis and may not necessarily select on a "Low Proposal" basis. "Best Value" means that CCAA may consider other factors other than just cost, including the categories/points listed above. CCAA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Proposer has determined adequate.

Inquiries and Submissions

- **Inquiries**: Inquiries concerning this RFP should be directed to Hanna Adams @ 325-625-4167.
- **Closing Submission Date**: Proposals must be received no later than 12:00 p.m. on June 24th, 2024. Submissions may be hand delivered or mailed.
- **Conditions of Proposal**: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by CCAA.
- **Instructions to Prospective Proposers**: Your proposal should be addressed as follows:

Hanna Adams, Executive Director
Cornerstone Community Action Agency
114 Needham Street
Coleman, TX 76834

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with: **Request for Proposal – Home Inspection Services**. The signed "Certifications", page 7 of RFP, must be included with your submission.

It is the responsibility of the Proposer to ensure that the proposal is received by CCAA by the date and time specified above. Late proposals WILL NOT be considered.

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**

Right to Reject

CCAA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

Notification of Award

Final selection under this RFP is expected to be made no later than two weeks from submission deadline. Upon conclusion of final negotiations with the successful individual/firm, all those submitting proposals in response to this RFP will be informed, in writing, of the name of the successful individual/firm. It is expected that the contract shall be a one-year fixed price contract with options for three additional one-year periods.

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**

CERTIFICATIONS

On behalf of the Proposer:

- The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.
- The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer.
- The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer or potential Proposer.
- The individual signing certifies that there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.
- The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information provided as Attachment A.
- The individual signing certifies that the Proposer, and any individuals to be assigned to the home inspection services, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government. (If the Proposer or any individual to be assigned to the home inspection services has been found in violation of any state or professional standards, this information must be disclosed.)

Dated this _____ day of _____, 2024

(Proposer's Firm Name)

(Signature of Proposer's Representative)

(Printed Name and Title of Individual Signing)

**CORNERSTONE COMMUNITY ACTION AGENCY
REQUEST FOR PROPOSAL HOME
INSPECTION SERVICES**

POLICY & PROCEDURE

HOUSING FOR TEXAS HEROES (H4TXH)

WALK-AWAY POLICY

Cornerstone Community Action Agency (CCAA) has adopted the following Walk-Away Policy to protect and prevent an investment of funds in a housing unit which may not be in the best interest of the organization, customer, and/or the funding source.

- A. If following completion of a comprehensive inspection, the homeowner does not consent to the recommended type of rehabilitation, CCAA, Inc. will obtain a “walk-away” certification statement signed by the applicant homeowner(s). The walk-away certification statement must clearly document all of the following:
- Homeowner Name(s);
 - Address of home;
 - Detailed explanation of procedures and inspections conducted;
 - Explanation of homeowner’s rejection of assistance;
 - Interior and exterior photos of the existing structure;
 - Inspection and cost estimates as applicable;
 - Statement declaring the homeowner(s) understands the type of assistance being offered to him/her and;
 - Statement declaring the homeowner(s) acknowledges and understands:
 - The type of assistance being offered by CCAA, Inc.;
 - Homeowner(s) does not consent to participation in the H4TXH Program;
 - Homeowner(s) is voluntarily refusing the assistance;
 - Signatures of ALL household members age 18 or over.
- B. CCAA, Inc. may, at its discretion, elect to walk-away from an activity. CCAA, Inc. will provide a notification letter to the household and file a copy in the Client File. CCAA, Inc. will adhere to strict guidelines to prevent investments in a housing unit which is so deteriorated that investment of allowable maximum funds would not bring the house up to a safe and secure standard.