

CENTRAL PENNSYLVANIA DEVELOPMENT CORPORATION (CPDC)
REQUEST FOR PROPOSALS (RFP)
BUILDING INSPECTION SERVICES

August 26, 2022

CPDC will be receiving proposals for building inspection services at its twenty (20) property locations in Clearfield and Centre Counties. Locations vary between residential single-family dwellings, residential apartment units, and commercial/residential apartment units.

Proposals must be submitted in sealed envelopes clearly identifying the request for proposal title. **No faxed or electronic proposals will be accepted.** Proposal Documents can be found on the Central Pennsylvania Community Action, Inc website at www.cpcaa.net.

Mail or Deliver Proposals to: Central Pennsylvania Development Corporation
207 E Cherry Street
PO Box 792
Clearfield, PA 16830

CPDC reserves the right to reject any and all proposals not judged to be in the best interest of the corporation.

Questions or further information on this RFP may be directed to:

Michelle Stiner, Executive Director
207 E Cherry Street
Clearfield, PA 16830
(814) 765-1551 x1116
mstiner@cpcaa.net

CENTRAL PENNSYLVANIA DEVELOPMENT CORPORATION (CPDC)
REQUEST FOR PROPOSALS (RFP)
BUILDING INSPECTION SERVICES

Date of Request: August 26, 2022

Project Title: **BUILDING INSPECTION SERVICES**

Submittal Due: **4 PM, Friday, September 30, 2022**

Late Proposals: Any proposal received by CPDC after the exact time and specified date will not be considered. Proposers are responsible to assure delivery prior to the deadline. Do not assume that a guarantee by a mailing service will ensure that the proposal is received by the deadline.

Required Submittal: One copy of the proposal is to be submitted for evaluation by CPDC in accordance with the instructions in the section “Proposal Requirements.” No faxed or electronic submittals will be accepted. The envelope shall be marked on the outside with the name and address of the RFP Respondent. RFPs are to be submitted as a sealed package to:

CPDC
Attn: Michelle Stiner
207 E Cherry Street
PO Box 792
Clearfield, PA 16830
Building Inspection Services

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

Contact Person: Michelle Stiner, Executive Director
Central Pennsylvania Development Corporation
207 E Cherry Street
Clearfield, PA 16830
(814) 765-1551 x1116
mstiner@cpcda.net

Inquiries: Questions/clarifications regarding this RFP must be in writing and sent via the U.S. Mail or email to the Executive Director up to three (3) days before the proposal is due. After this date questions involving content or intent of the proposal will not be answered. All questions will be responded to in writing, provided all parties requesting an RFP for the

CPDC has contact information, and treated as an addendum to the proposal packet.

Proposer Responsibility: Interested proposers have the responsibility of understanding what is required by this solicitation. CPDC shall not be held responsible for any firm's lack of understanding. CPDC shall not be liable for any costs incurred to prepare or submit a proposal for this project.

Non-Discrimination Statement: CPDC does not discriminate on the basis of race, color, religion, age, marital status, veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs, or activities.

Right to Reject Proposals and Negotiate Contract Terms: The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to CPDC. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of CPDC. Cost alone shall not be the determining factor. CPDC's decision shall be final and not subject to recourse by any firm, person, or corporation. CPDC reserves the right to reject any and all proposals and/or waive non-substantive deficiencies. No contract shall be in effect until CPDC executes a signed contract agreement.

COMMUNITY BACKGROUND: Central Pennsylvania Development Corporation is a non-profit corporation which commenced operations on January 1, 1989 to provide affordable housing to low-income individuals and families. The Corporation acquires, through purchase or donation, various commercial and residential properties in Clearfield and Centre Counties, which are renovated and leased to various qualifying individuals and organizations.

Currently, the real estate held by the Corporation consists of the following:

1. 102 S Second Street/207 E Cherry Street, Clearfield (commercial & residential apts)
2. 120 S Second Street/202 Walnut Street, Clearfield (residential apts)
3. 464 Coal Hill Road, Clearfield (commercial)
4. 104 S Second Street, Clearfield (residential apts)
5. 16 S Front Street, Philipsburg (commercial & residential apts)
6. 14 S Front Street, Philipsburg (commercial & residential apts)
7. 208-210 Rowland Avenue, Philipsburg (residential apts)
8. 324 E Laurel Street/19 N Fourth Street, Philipsburg (residential apts)
9. 417 Sixth Street, Philipsburg (single family)
10. 404 Lingle Street, Osceola Mills (residential apts)
11. 408 Lingle Street, Osceola Mills (residential apts)
12. 203 Trczyulny Street, Osceola Mills (single family)
13. 101 S Jared Street, DuBois (commercial & residential apts)
14. 40 & 48 Terrace Drive, Houtzdale (commercial & residential apts)
15. 1800 Dorsey Avenue, Irvona (single family)
16. 1804 Dorsey Avenue, Irvona (single family)

17. 263 Michael Street, Westover (residential apts)
18. 3067 Morrisdale Allport Highway, Morrisdale (residential apts)
19. 111 W Bishop Street, Bellefonte (commercial & residential apts)
20. 358 Strouse Avenue, State College (single family)

CURRENT PRACTICES: The Property Manager delegates a staff member to complete annual housing inspections. A unit inspection form is used to document findings. After completion of the inspections, the results are discussed with the Property Manager before a work order is issued for repair work.

DESCRIPTION OF SERVICES REQUESTED: CPDC is issuing a Request for Proposal (RFP) for building inspection services, including, but not limited to: inspecting each property for structural integrity and overall building safety in regards to quality and condition of the roof, interior and exterior walls, plumbing, electrical, heating and ventilation and determining if materials used are appropriate and comply with standards.

SCOPE OF SERVICES

CPDC has issued this Request for Proposal for Building Inspection Services. The proposal shall address all Building Inspector duties, including but not limited to the following:

1. Inspect each property for structural integrity and overall building safety in regards to quality and condition of the roof, interior and exterior walls, plumbing, electrical, heating and ventilation and determine if materials used are appropriate and comply with standards.
2. Provide inspection reports to the Executive Director within one (1) week of inspection completion (unless otherwise agreed upon).
3. Provide inspection reports of all twenty (20) properties within six (6) months of contract execution.
4. Assist Executive Director and Property Manager with inquiries.
5. Attend occasional CPDC Board of Directors Meetings as requested

PROPOSALS & SELECTION PROCESS

PROPOSAL: The evaluation and selection of a qualified Building Inspector and the contract will be based on the information submitted in the vendor's proposal and references. A response may be rejected if it fails to meet each of the requirements of the RFP.

CPDC is not liable for any cost incurred by the proposers in replying to the RFP or in the proposer attending an interview session.

SELECTION PROCESS

Anticipated Schedule

- August 26, 2022 RFP Document Made Available
- September 30, 2022 Proposals Due

- October 3, 2022 Initial Review of Proposals and Invitations for Interviews
- October 10, 2022 Potential CPDC Approval of Firm

Method of Selection

1. An initial screening of the proposals will be conducted to establish a short list of qualified firms/individuals. The short list will be provided in alphabetical order without any ranking whatsoever.
2. The Selection Committee will consist of the Executive Director, Property Manager, and Administrative Assistant.
3. The following selection criteria will be the basis for Firm selection:
 - The firm adheres to the instructions in the Request for Proposal on preparing and submitting the proposal.
 - The firm submits a copy of its licenses, bonds, and insurance.
 - Overall qualifications, experience, and competence of staff.
 - Experience doing similar work in communities with comparable characteristics.
 - Proposed compensation for services.
 - Reference checks.
 - Written and visual quality and accuracy of the proposal.
 - Interview.

Proposal Requirements: Proposals that do not address the items listed in this Request for Proposal may be considered incomplete and may be deemed non-responsive by CPDC at its sole discretion. It is the responsibility of the firms submitting proposals to determine the actual efforts to complete the project. Proposals shall include the following:

1. General information about the firm, staff experience, credentials/certifications, and training. Include experience performing similar work.
2. Inspection summary reports (provide examples).
3. Inspector availability and methods of contact for CPDC.
4. Space, materials, equipment, or equipment access from CPDC.
5. Inspector compensation (including a proposed fee schedule) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
6. Proof Inspector is licensed, bonded, and insured.
7. Two or more professional references, including contact names, addresses, and telephone numbers.
8. Proposed contract form.

Compensation: The proposal shall explain the type of compensation desired by the Inspector – compensation based upon a percentage of the established inspection fee amount, hourly rate or fixed dollar amount per inspection. If the charge is per inspection, examples of the required inspections for routine projects, should be included. Any costs for specific activities that will be billed in addition to the fee, such as mileage, phone, postage, etc. shall be clearly defined.