

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
FROM
CONSTRUCTION INSPECTORS**



June 22, 2012

**Arkansas Development Finance Authority
900 West Capitol, Suite 310
Little Rock, AR 72201
(501) 682-5900
Rfp@adfa.arkansas.gov**

SECTION I: INSTRUCTIONS TO PROPOSERS/GENERAL INFORMATION

A. PURPOSE. The Arkansas Development Finance Authority (“ADFA”) from time to time engages the services of construction inspectors to perform the following inspection services at various locations throughout Arkansas:

- Interim and Final construction inspections, which may coincide with submission of pay or draw requests for payment for construction work performed to date (to determine if materials and methods required by ADFA have been satisfactorily used and all specified work has been satisfactorily completed according to pay estimates; to determine the feasibility of rehabilitating certain multi-family buildings and providing cost estimates of proposed rehabilitation)
- Inspection of houses for potential purchase by low-income first-time homebuyers for which ADFA is providing down-payment and closing cost assistance (to determine if the house is in standard condition or if repairs are necessary prior to closing on the purchase; also, to determine if such needed repairs have been completed satisfactorily)
- Inspection of single-family houses proposed for rehabilitation (to determine if the structure is suitable for rehabilitation and the estimated life of the proposed repairs if rehabilitation is performed)
- Conduct Davis-Bacon interviews (to insure labor standards, including Davis-Bacon prevailing wages rates, are applied where required).
- Preparation of inspection reports, noting date, time, and results of inspections performed
- Conduct both single-family and multi-family pre-construction conferences
- Other inspection services requested by ADFA

The inspectors selected will perform the above services according to schedules established by ADFA staff. Payment for said inspections will be based on rates for each type of service and paid upon submission of a detail pay request from the inspector to ADFA. The appointment of the Construction Inspector will be for a period of approximately three (3) years (term can be extended for additional one (1) year terms, with a maximum of 4 extensions, at the discretion of the ADFA Board), subject to successful fee negotiations.

Inspections Fees

- \$125 per single-family dwelling inspection plus current state mileage reimbursement rate.
- \$200 per multi-family dwelling inspection plus current state mileage reimbursement rate.

Any construction inspector selected pursuant to this RFQ shall serve at the pleasure of ADFA, and the professional services of any person/firm may be terminated, at the sole discretion of ADFA, upon delivery of written notice of such termination to the selected person/firm.

B. SUBMISSION OF PROPOSALS. Written proposals responding to the questions and requests for information in the manner specified in this Request For Qualifications (“RFQ”) should be submitted to the following:

rfp@adfa.arkansas.gov

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than July 13, 2012, by 12:00 p.m., via email. Late proposals will not be accepted. ADFA reserves the right to reject any or all proposals.

C. ADDITIONAL INFORMATION. It is the responsibility of the proposer to inquire about and clarify any aspect of the RFQ. Questions related to this RFQ should be directed to Joe Riddle (joe.riddle@adfa.arkansas.gov), HOME Manager, at (501) 682-5860 or Sara Oliver (sara.oliver@adfa.arkansas.gov), Vice President for Housing, at (501) 682-5903. Substantive questions and answers will be documented in letterform and will be sent by electronic mail to those who provide us with an e-mail address.

D. PROPERTY OF ADFA. Any information or materials submitted as a response to this RFQ shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

E. RESPONSE TO REQUEST FOR QUALIFICATIONS. Construction Inspectors wishing to respond to this RFQ can interact and contact Mr. Joe Riddle or Ms. Sara Oliver. **NO CONTACT WITH ADFA BOARD MEMBERS IS ALLOWED AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A FIRM’S PROPOSAL.**

F. PROPOSAL TIMETABLE.

June 22, 2012	Request for Qualifications Issued
July 13, 2012	Response to Proposals Due by 12:00 p.m., via email
August 16, 2012	Board Action (Appoint/ratify appointment of Construction Inspector, authorizes the President of ADFA to negotiate fees)

G. SELECTION PROCESS. The Staff Housing Review Committee composed of selected members of ADFA will review the proposals. Proposals will be evaluated based upon responses to specifics outlined in the Proposal Format section of this RFQ and based upon the selection criteria. Proposals, which omit any of these items, may be rejected as non-responsive. The ADFA Board of Directors Professional Selection Committee will make its decision on a recommendation for selection, which will be reported to the Board of Directors of the Authority at its August 16, 2012, regular meeting. The final selection will be made by a vote of Board members.

ADFA may at any time prior to the selection of the construction inspector reject any and all proposals and cancel this RFQ, without liability therefore, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFQ. Each proposer who submits a response does so solely at the proposer's cost, risk and expense. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This RFQ in no way obligates ADFA to select a construction inspector.

H. SELECTION CRITERIA. Evaluation of qualification will be performed by ADFA. The RFQ will be evaluated and scored on the following minimum criteria which will be rated by the following points:

1. Qualifications	40
2. Experience with similar projects	30
3. References	20
4. General Accessibility and Availability	<u>10</u>
Total Points	100

SECTION II: STATEMENT OF QUALIFICATIONS

An updated statement of qualifications should be maintained on file at ADFA containing the following information:

A. QUALIFICATIONS REGARDING THE PERSON/FIRM. Please provide the following information about your firm or experience as an inspector:

1. Total number of years experience in the construction industry
2. A list of professional employees employed by your firm, if applicable
3. A list of employees currently engaged in home inspection activities
4. A list of employees engaged in other activities (i.e., construction management, residential/commercial construction, review of plans/specifications, etc.) which will contribute to your firm's ability to serve as an ADFA Construction Inspector

B. EXPERIENCE AS CONSTRUCTION INSPECTOR, CONSTRUCTION MANAGER AND/OR CONTRACTOR. Please provide a representative list of recent (last one to two years) construction projects and/or home inspections, in which you participated.

1. Name of Property Owner(s)
2. Location of Projects (address, city, state)
3. Number of Properties inspected
4. Size of Properties inspected (i.e., # of units, sq. ft., cost range of property)
5. Type of Project: Residential (single and/or multi-family) or Commercial
6. Type of Activity: Rehabilitation, new construction or home inspection
7. Examples of written inspection reports performed by your firm

8. List of certifications, licenses and training obtained related to knowledge of construction techniques, building materials, regulatory codes and building plans/specifications

C. CLIENT REFERENCES. Provide between three and five client references for which you provided services that you feel represent construction activities similar to the programs being undertaken by ADFA in which you expect to participate.

D. CONTACT INFORMATION. Please provide the following information:

1. Name of Your Firm/Company
2. Mailing Address and street address
3. Phone Number/cell phone/pager
4. Fax Number
5. Email address

SECTION III: OTHER PROPOSAL INFORMATION/GUIDANCE

A. TRANSMITTAL LETTER. A brief transmittal letter prepared on the proposer's business stationery should accompany the proposal.

B. ARKANSAS PRESENCE. Please explain your firm's presence within Arkansas and describe how that presence is relevant to the proposed transaction.

C. POTENTIAL CONFLICTS. List any relationship, which might lead to a potential conflict in performing any services for ADFA. Please list specifically any conflicts resulting from material adverse matters, as distinguished from the conduct of business as usual. Indicate what steps would be taken to eliminate any such conflict.

D. EQUAL OPPORTUNITY STATEMENT. Please submit your Equal Opportunity Policy to ADFA in accordance with Arkansas Act 2157 of 2005. This Act requires any firm wishing to respond to an RFP or submit a Proposal or Statement of Qualifications to provide ADFA with your Equal Opportunity Policy.

E. ACCEPTANCE. Submission of Proposals, in response to this Request for Qualification, constitutes acceptance of all conditions, requirements and limitations described in this document.