



Hugh McDonald  
SECRETARY OF COMMERCE

Mark Conine  
PRESIDENT,  
ARKANSAS DEVELOPMENT  
FINANCE AUTHORITY

## REQUEST FOR PROPOSALS

### Arkansas Development Finance Authority (“ADFA”)

#### Physical Inspections for our Low Income Housing Tax Credit, HOME Investment, & National Housing Trust Fund Programs

#### INTRODUCTION

**ADFA** is soliciting proposals from qualified physical inspection groups for the [NSPIRE Inspections \(National Standards for the Physical Inspection of Real Estate\)](#) of our current year’s Portfolio. **ADFA** is seeking proposals from Respondents with specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Respondent’s experience and abilities in the specified area and other disciplines directly related to the proposed service.

#### QUALIFICATIONS

A successful Respondent should show that it has the necessary training, ability, and software necessary to conduct and transmit the inspection to ADFA and financial resources to provide the services specified herein in a satisfactory manner. The Respondent should also give a history and references regarding the Respondent’s qualifications. **ADFA** may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to perform the work, and the Respondent will provide to **ADFA** any information that may be requested. **ADFA** reserves the right to reject any offer if the evidence submitted by, or investigation of, the Respondent fails to satisfy **ADFA** that the Respondent is properly qualified to carry out the obligations of the contract and to complete the work described therein.

From the list of respondents to this Request for Proposal (RFP), ADFA expects to select a firm, or a team of firms, to act as INSPECTORS for a period of one (1) year (term can be extended for additional one (1) year terms, with a maximum of five (5) extensions, at the discretion of the ADFA Board), subject to successful negotiation of fees with the concerned firm(s).

Evaluation of the Respondent’s qualifications shall include:

- A. The ability, capacity, skill, financial and other necessary resources and software to perform the work or provide the service required;
- B. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- D. The quality of performance of previous contracts or services.

\*Respondents will be required to provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Certification of Inspection Qualification for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter and manage any components targeted by the RFP.

## SCOPE OF WORK

### A. General Statement:

**ADFA** requests proposals for the services of conducting the physical inspections on 176 Projects within the state of Arkansas. This will include inspections of the exterior of the property, common areas, and units for Life Threatening, Health and Safety and General Non-Compliance based on the NSPIRE Protocols. Photos of all non-compliance is required. Twenty percent of the Low Income Units will be required to be inspected, or approximately 1,525 units this year. This year the number of inspections is higher than typical each year. The sample should include units of varies sizes and funding sources (ADFA will provide details). The deadline for completion of these inspections is November 30, 2025.

### B. Supporting Data:

Examples of inspection reports and photos that would be prepared using the NSPIRE Protocol for ADFA's review

### C. Specifically, **ADFA** requests the following services to be provided:

- **The winning bid recipient will be responsible for setting the inspections (date and time) with the Management Company:** ADFA will provide a list of properties with physical address, management company, contact email address and phone numbers, number of LI Units, funding sources of the units and number of each required in the sample.
- **Bid recipient will be responsible for reminders to management the week prior to inspection**
- **Conduct the onsite physical inspection of the projects in accordance with NSPIRE Protocol**
- **Provide the copy of the reports and photos of all non-compliance to management and ADFA within 24 hours via email to Compliance Manager.** (ADFA will follow up from that point with management to ensure the non-compliance is satisfied)

## TIMELINE

The Inspection are to begin within 2 weeks of final selection and must be completed no later than November 30, 2025.

RFP Issued: March 28, 2025

RFP Responses due: April 11, 2025, by 4:30 p.m.

Selection of Inspection Group: April 18, 2025

**ADFA** reserves the right to adjust as needed to the above schedule.

## QUESTIONS



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Please direct all questions to: [tammy.white@arkansas.gov](mailto:tammy.white@arkansas.gov)

## **SUBMISSION REQUIREMENTS**

A representative of the company or inspection group wishing to submit a proposal must include the following in their response:

- A brief history of the proposing entity, including general background, knowledge of housing, and experience working with relevant agencies.
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.
- References including contact information for at least three organizations.
- At least one (1) example of work.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

## **SELECTION CRITERIA**

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

5% Proposal for accomplishing the tasks listed in Project Scope

70% Cost

20% Capacity to perform the services within the established timeframe

5% References

**RFP SUBMISSION PROCESS Due-April 11, 2025, by 4:30 p.m.** Proposals may be submitted via email to [tammy.white@arkansas.gov](mailto:tammy.white@arkansas.gov).

**Please reference 2025 Physical Inspection Bids on the Subject Line**