Advertisement Requesting for Proposals of Interest

The Emerald Coast Regional Council (ECRC) is seeking proposals from qualified firms for the purpose of identifying a certified and licensed Housing Inspector who will assist the ECRC to provide professional services on an as-needed basis for ECRC administered Housing Programs in Holmes, Jackson, Walton and Washington County, Florida. The most reasonable and qualified applicant will be selected to perform such services as an As-Needs Consultant for the services provided in the scope of work as well as any additional allocations that come through the State Housing Initiative Partnership (SHIP) program and Florida Housing Finance Corporation “Florida Housing, or any other local, state, or federal funding”

The intent is to recommend the awarded vendor as ECRC’s “Housing Inspector” for future services related to Housing Programs administered by ECRC. An agreement will be executed between the selected inspector and ECRC for a twelve (12) month period. ECRC reserves the sole right to renew the Agreement for up to two (2) additional twelve (12) month periods. There is no guaranteed minimum of inspections.

Applicants must be a Florida based firm with local, regional and state experience in housing inspector services and hold a current state or national certification in order to be eligible for consideration.

Proposals will be accepted in electronic format or via postal mail. For electronic submissions, please submit a statement of qualifications and other required documentation (listed below) to Garett Griffin, garett.griffin@ecrc.org. For submissions by postal mail, please forward a statement of qualifications and other required documentation posted below in a sealed envelope marked “ECRC RFP: HOUSING INSPECTOR” to: Emerald Coast Regional Council, Attn: Garett Griffin, 4081 E. Olive Road, Suite A, Pensacola, FL, 32514. Responses must be received no later than 5:00 PM (ET), Friday, July 3, 2020 to be considered. Applicants will be scored and notified of their standing within two (2) weeks of the deadline and negotiations will begin with the highest scoring applicant.

Bidder Submittal Requirements

Interested bidders for this procurement must mail one (1) original and two (2) copies of the following, or submit (1) one complete proposal electronically containing the following, no later than 5:00 PM on Friday, July 3, 2020:

1. A narrative that fully explains their knowledge and expertise in carrying out the professional services in the area of housing inspection and specifications. The narrative should include:

   a. Evidence of consulting service experience:
      i. Minimum of two years certified housing inspector services with the State of Florida; or minimum of three years certified housing inspector services verifiable in another state
      ii. Specialized or technical expertise in connection with types or services to be provided and the complexity of the project;
      iii. Experience specifically in the Florida Panhandle/Big Bend regions (if applicable)
iv. Experience working specifically with government programs such as SHIP/HHRP (if applicable)

v. Performance within time frame for government and other clients including quality of work, timeliness and cost control;

b. Proposed software or technical assistance to be used;

c. Proof of insurance and a copy of license(s);

d. Working knowledge of hurricane damage and recovery as it applies to housing
   i. Additional certifications in roofing, plumbing, electricity, etc.
   ii. Experience in performing mold inspections
   iii. Experience in assessing flood damage
   iv. Novel mitigation strategies to address damage

2. Complete Team Composition (attach resumes as needed)
a. Copy of proposed Home Inspector credentials as a Certified Home Inspector with the Florida Association of Building Inspectors (FABI), ASHI Certified Inspector (ACI) program, or otherwise recognized certification in the profession;
   a. Architecture, engineering or general contractor license accepted if registered through FDBPR and possess relevant experience (proof of license number and proof of insurance)
   b. Copy of additional staffs’ credentials as a Certified Home Inspector with the Florida Association of Building Inspectors (FABI), ASHI Certified Inspector (ACI) program, or otherwise recognized certification in the profession

3. Cost estimate (per home) to complete the requirements required by the HHRP home inspection including; initial and final inspections, and all project close out documentation.

4. Provide three (3) professional letters of related project reference.

QUALIFICATIONS

The following are minimum credentials required by the successful bidder:

a. Must be a Florida based provider;

b. Five (5) years of consulting service experience in certified home inspection;

c. Proof of insurance and professional licensing;

d. Specialized or technical expertise in connection with types or services to be provided and complexity of the project;

e. Performance within time frame for government and other clients including quality of work, timeliness and cost control;

f. Experience conducting initial and final home inspections including photographs and documentation;

g. Experience creating initial rehabilitation specifications, addressing code items first;

h. Availability to conduct site visits to the property for initial and final inspections and provide photographs and additional documentation to ECRC staff;

i. Coordination of draws and/or pre-approved change orders as needed, with ECRC staff;

j. Provide proof of Certificate of Completion at project close-out;

k. Provide three (3) related project references.

Any question(s) regarding the proposals should be directed to Garett Griffin at garett.griffin@ecrc.org. All questions must be received in writing. Please allow three (3) days to receive a response. This Letter of Request for Proposals and Interest is for future work and no specific project(s) are identified at this time and is contingent upon future funding. ECRC reserves the right to reject any and all proposals.