

RFP for Technical Services

The City of Hiawatha is requesting proposals for technical services to develop and implement an owner-occupied housing rehabilitation roofing program for low to moderate income homeowners which will be funded under the Community Development Block Grant (CDBG) Program through the Iowa Economic Development Authority (IEDA).

The proposed project includes providing aid to Low-Moderate Income individual homeowners of Single-Family homes to replace roofing. This program is designed to assist low- and moderate-income households by addressing critical roofing deficiencies that threaten the health, safety, and long-term habitability of their homes. Funds may be used for rehabilitation of privately owned, single-unit residences meeting the CDBG Low/Moderate Income Housing (LMH) national objective.

The following outlines work specifications and the request for qualifications:

I. Scope of Work: The scope of services that the firm must be prepared and qualified to provide are as follows:

- a. Prepare application materials, process individual applications, verify income, and all other eligibility criteria for each housing rehabilitation applicant according to requirements established by IEDA.
- b. Conduct initial property inspections to determine what work items are needed to comply with the National Green Build Standards and HUD's Lead Based Paint Standards.
- c. Prepare work specifications and descriptions for public bidding that are within program budgetary limits.
- d. Prepare and post as a legal notice the Notice to Bid in the local newspaper. Notify MBE & WBE as listed in the CDBG Management Guide.
- e. Conduct pre-bid meeting and issue any necessary addendums.
- f. Mail out public bid materials to interested contractors and plan rooms. Identify lead-based paint and rehabilitation items for the specifications.
- g. Prepare line-item cost estimates.
- h. Prepare construction contracts and obtain necessary signatures.
- i. Prepare necessary change orders, including cost estimates for changes.
- j. Perform ongoing quality control inspections during construction and notate issues/ concerns as needed.
- k. Ensure contractor provides quality work and that homeowners are pleased with the outcome.