

**REQUEST FOR QUALIFICATIONS**  
**Town of Altavista, Virginia**

**HOUSING REHABILITATION AND ARCHITECTURAL SERVICES**  
**SCOPE OF SERVICES**

Mosley Heights Community Revitalization Project

**Issue Date:** February 19, 2025

**Title:** Mosley Heights Community Revitalization Project

**Commodity Code:** Housing Rehabilitation Assessment Services

**Issuing Agency & Address:** Town of Altavista  
510 7<sup>th</sup> Street, Altavista, VA 24517

**Location of Work:** Mosley Heights Area, Town of Altavista, Virginia

**Period of Contract:** **March 2025 – May 2025**

**Contact Person:** Jefrado Granger, Project Manager  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor, Lynchburg, VA 24504  
O (434) 845-5678, x. 7608; m (434) 818-7608  
[jefrado.granger@cvpdc.org](mailto:jefrado.granger@cvpdc.org) \*Electronic Proposal Required

Proposal packages must be labeled: **Mosley Heights Project Housing Rehabilitation Services**

**Proposals are due by 2:00 pm EST, on March 13, 2025, to Jefrado Granger, 828 Main Street 12<sup>th</sup> Floor, Lynchburg, VA 24504.** Proposals will be date stamped and recorded as they are received. Proposals received after this date and time will not be considered and will be returned to the proposer unopened. All questions must be submitted **before 5:00 p.m. EST, Saturday, March 1, 2025.** Responses to all questions will be posted on **Tuesday, March 4, 2025,** to the CVPDC's website at <https://www.cvpdc.org/procurements>. Additionally, and if necessary, an addendum will be issued and posted to the same place. If an addendum is issued, the due date will be extended by three (3) business days to allow offerors time to revise their proposals.

In compliance with this Request For Qualifications, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ cited above and submit this signed proposal which includes this completed and signed page, the completed and signed current GSA Form 330 and other data as required by the RFQ. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

NAME AND ADDRESS OF FIRM:

_____	DATE: _____
_____	By: _____
_____	(signature in blue ink)
_____	_____
_____	(print or type name)
_____	Title: _____
FEI/FIN#: _____	Phone: _____

# **REQUEST FOR QUALIFICATIONS HOUSING REHABILITATION and ARCHITECTURAL SERVICES**

## **BACKGROUND**

The Town of Altavista has received a CDBG Planning Grant from the Virginia Department of Housing and Community Development (VDHCD) to provide an assessment of housing and infrastructure needs within the Mosley Heights community. The goal is to create a redevelopment strategy that will eventually provide revitalization to the entire Mosley Heights community. The Town of Altavista will utilize the results of the assessment, along with other project evaluation elements, in order to develop a community improvement construction grant to VDHCD in the summer of 2025.

## **PURPOSE AND SCOPE OF SERVICES**

The Town of Altavista desires to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an architectural firm and/or housing rehabilitation specialist, authorized to do business in the Commonwealth of Virginia, to assist in the planning activities, including evaluation of housing rehabilitation needs within the Mosley Heights area and preparation of cost evaluations for a future CDBG grant application. A contract for these planning services would be substantially complete by May 15<sup>th</sup>, 2025. The following generally highlights the services that the firm will be required to perform:

1. Attend monthly Project Management Team; two public hearings, during the course of the planning grant.
2. Conduct walk-through inspections of as many as possible of the occupied housing units in the project area with the current HUD Section 8 Inspection form to identify violations of the DHCD Housing Quality Standards (HQS). Housing units are defined as owner-occupied single-family housing units, investor-owned single family and multi-family housing units and owner-occupied mobile homes.
3. Must conduct walk-through inspections of all occupied low- and moderate-income housing units in the project area with the current HUD Section 8 Inspection form to identify violations of the DHCD Housing Quality Standards (HQS) as outlined in Appendix 55 of the 2017 *Grant Management Manual*.
4. Identify all repairs needed to bring all substandard houses up to DHCD HQS;
5. Develop preliminary cost estimates of all need repairs, broken down by major building components costs and by base construction, individual exceptions and demolition costs;
6. Provide a minimum of two biddable work write-ups and itemized cost estimates. Work write-up must comply with DHCD's Housing Quality Standards as outlined in *Grant Management Manual*; and
7. Develop housing rehab summary spreadsheets in a format to be provided.
8. Provide inspection and evaluation of commercial property external improvement needs, according to DHCD project-eligible improvements.

The Town of Altavista may, at its sole discretion, amend or extend its contract with the successful proposer to include continued housing rehabilitation management services should the Town submit and be awarded a construction improvement grant from VDHCD. Any new agreement will include these required activities as stipulated by VDHCD:

1. Prepare master specifications for contractors. Update as appropriate.
2. Assist the Town of Altavista in the development of a list of pre-qualified contractors. Conduct an initial inspection of properties to determine deficiencies, using the VDHCD Housing Quality Standards (HQS) and Pre-Rehabilitation Work Write Up Checklists and documents findings. Meet with the Mosley Heights Project Administrator to compare the findings of the two preliminary inspections. With the complied inspection findings, complete the work write-up for the stipulated repairs, including any necessary drawings. When necessary, show location(s) of repairs. Prepare a cost estimate for the work write-up showing base amount, itemized exceptions, and demolition.
3. Conduct or arrange for a lead inspection, electrical inspection, chimney inspection, if necessary, and an initial blower door test for dwellings to be rehabilitated. Submit reports with the results to Project Administrator and incorporate findings into work write-up.
4. Prepare bid documents and submit them to the Project Administrator for review.
5. Conduct mandatory pre-bid conference, including pre-bid walk through of each property, and pre-construction conference with owners and consultants, including a discussion of regulatory information. Informal conversations with perspective bidders will be strictly forbidden.
6. Attend bid opening. Along with the Project Administrator, sign the bid tab which must show the Rehab Specialist's base, exceptions and demolition cost estimates. Review bids for completeness and accuracy. Determine if the bids are within 10% of the cost estimate and within VDHCD's cost limits. If not, make written recommendation of how the Housing Rehab Board should proceed. Make written contract award recommendation, which can be part of the bid tab.
7. Perform inspections at least weekly during construction and at critical times in the construction process (e.g., electrical and plumbing rough-in and at payment request). Submit inspection report with findings. Make note of adherence to Lead Safe Work Practices.
8. Initiate and request change orders. All change orders must be submitted to VDHCD for review and approval after said approval is obtained from the Homeowner, Contractor, and the Town of Altavista.
9. Communicate with homeowners, and the Town of Altavista during construction to interpret contract and resolve informal complaints. Conduct any necessary complaint inspections.
10. Provide LBP Clearance Examination Reports with lab analysis attached. Provide LBP Hazard Reduction Completion Notice.
11. Using the work write-up, prepare a punch-list for the contractor's completion.
12. Conduct or arrange final blower door testing and a post-HQS inspection of each property. Submit reports with the results.
13. Provide for procurement of the services of licensed pest control to inspect for the presence of wood-destroying insects, including a written report.
14. Prepare owner's satisfaction statement for written approval of work and obtain contractor's warranties, lien waivers, etc. prior to final payment. Secure Certification of Final Completion with homeowner's signature.
15. Approve the contractors' requests for payment based upon payment inspection and according to drawdown schedule as outlined in the Housing Program Design. Submit payment inspection report with payment approval.

16. Assist with Home Maintenance Education Program by providing beneficiaries with information about the operation and maintenance of house's mechanics, septic system, and wells. Review any warranties with the homeowners.
17. Assist with compliance reviews, especially housing inspections, as necessary.

## PROPOSAL REQUIREMENTS

1. Proposals shall be signed by an authorized representative of the firm. By submitting a proposal, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the proposal.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
3. Although printed copies of the proposal are encouraged, **any proposals must be submitted electronically** to [jefrado.granger@cvpdc.org](mailto:jefrado.granger@cvpdc.org). The printed copies of the proposal shall be bound in a single volume where practical.
4. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFQ.

## PROPOSAL CONTENTS

1. Brief company profile (including sub-consultants, if any) and an effective statement as to why the firm or team of firms is uniquely qualified to assist the Town of Altavista in the Mosley Heights Community Revitalization Planning Grant initiative.
2. Resumes of key personnel who will work on this project.
3. Assigned staff's writing, verbal and electronic communication skills, and online document transfer skills.
4. Assigned staff's ability to get along with a wide range of individuals.
5. Assigned staff's knowledge and experience in housing construction and repair.
6. Assigned staff's general knowledge of household plumbing, electrical and heating systems, and the one- and two-family dwelling code preferred.
7. List of similar projects, particularly CDBG housing rehabilitation projects, completed by the individual or firm within the last five years. Include a reference contact list, including at least the contact's name, firm name, address and telephone number, for all projects.
8. List of CDBG or IPR housing rehabilitation projects the firm, or individual is currently working on, the number of houses still uncompleted and the anticipated completion date of each project.
9. Copy of DPOR certification/license as a lead risk assessor for all individuals who will serve as a rehab specialist.

## EVALUATION CRITERIA

Proposals shall be evaluated by the Town of Altavista and the Central Virginia Planning District Commission using the following criteria:

1. Expertise, experience, and qualifications of the firm and special consultants proposed for providing the services described in the Scope of Services.
2. Geographic location of the firm’s office where work will be performed in relation to the project location.
3. Ability of staff to regularly utilize electronic communication and document transfer tools.
4. Familiarity with Virginia CDBG housing rehabilitation procedures and requirements.
5. Familiarity with DHCD Housing Quality Standards.
6. The capacity of the Rehab Specialist to perform the work within the time limitation, taking into account the current and planned workload of the firm or individual. This would include assurances that the staff assigned to the project will attend the monthly Housing Rehab Board meetings.
7. Expertise and past experience of the firm in providing services on projects of similar size, scope, and features as those required on this project.
8. Expertise and past experience of the firm in providing services on projects funded by federal and/or state grant programs, particularly Community Development Block Grant (CDBG).
9. Local government experience of key personnel assigned to this project.

**SELECTION PROCESS AND AWARD OF CONTRACT**

The Town of Altavista will appoint a Selection Committee to review and evaluate all proposals submitted by firms or individuals responding to the RFQ. The proposals will be evaluated and ranked based on the Selection Criteria outlined above and will consider the firm’s overall suitability to provide the required services by the May 15<sup>th</sup>, 2025, deadline. The Town of Altavista will also consider the firm’s ability to remain within the project’s construction timeline, budget, and operational constraints, with consideration of the comments and/or recommendations of the firm’s previous clients, as well as other references.

The Town of Altavista will ask the top-ranked firms to engage in individual discussions and interviews as part of the evaluation process. Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as “Proprietary Information” by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised.

**Suggested Timeline**

<b>Milestone</b>	<b>Date</b>
Issue Date of RFP	February 19, 2025
Deadline to Submit RFP Questions	March 1, 2025
Deadline to Submit RFP Proposals	March 13, 2025
Evaluation of Submitted RFPs	March 14, 2025-March 16, 2025
Interviews of Top Ranked Firms	March 17, 2025-March 18, 2025
Selection of Top Ranked Firm	March 19, 2025
Contract Negotiation/Signing w/Top Firm	March 19 – 26, 2025
PER Completion	May 15, 2025

At the conclusion of the evaluation process, the firms will be ranked in priority order. The contract may be offered to the top-ranked firm or individual or the Town of Altavista may negotiate a contract at a fee considered fair and reasonable with the top-ranked firm or individual. If a contract satisfactory to both parties cannot be negotiated, the Town of Altavista will then enter into negotiations with the next highest-ranking firm and so on until an agreement is reached at a fee considered fair and reasonable.

## **FEES**

The fee for services shall be negotiated on a *lump sum basis* considering the Scope of Services required, the estimated man-hours required for each level/discipline, the typical labor rates for the various skill levels required for the work, and cost limitations (if any) set by DHCD and the CDBG program. Responses to this RFQ are *not* to include a proposed fee for services.

## **INCURRING COSTS**

The Town of Altavista is not liable for any cost incurred by contractors prior to the issuance of a contract.

## **PROJECT AREA**



## **EQUAL OPPORTUNITY EMPLOYER**

Minority- and/or female-owned businesses and Local (Section 3) County businesses are encouraged to apply. The Town of Altavista is an Equal Opportunity Employer. All responding businesses or individuals shall comply with Executive Order 11246.

## **ANTI-DISCRIMINATION**

By submitting their proposal, the firm certifies to the Town of Altavista and the Central Virginia PDC that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act.

## **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH**

A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or canceled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing this quotation, the bidder certifies that it does not and will not, during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

## **CONTINUATION TO SERVICE AGREEMENT**

The Town of Altavista and the selected firm may agree to continue services rendered into an addendum to the initial agreement and implement the scope elements identified during the planning grant, at the option of both parties, if/when the Town is awarded a Construction Improvement Grant (CIG) related to this project.

## **SUBMITTAL SCHEDULE AND PROCEDURE**

Respondents should submit two hard copies and one electronic copy at the below address by 2:00 p.m. on Thursday, March 13<sup>th</sup>, 2025. All proposals will be date stamped and recorded upon arrival. Proposals received after the above noted submittal date and time will not be considered.

Jefrado Granger, Community Planner  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504