



## **REQUEST FOR QUOTATIONS**

NEIGHBORHOOD STABILIZATION PROGRAM  
HOUSING REHABILITATION SPECIALIST  
Pathways, Inc.

### **A. PROJECT DESCRIPTION**

Pathways, Inc. has been awarded a Neighborhood Stabilization Program (NSP) grant for, the City of Petersburg, Virginia, through the Department of Housing and Community Development. The grant, authorized under the Housing and Economic Recovery Act of 2008, is made possible by pass-through funds made available by the U.S. Department of Housing and Urban Development.

Pathways, Inc. is soliciting quotations from individuals and firms interested in providing housing rehabilitation technical services for the administration of NSP activities. The Rehabilitation Specialist services include assistance with final work write-ups, cost estimates, bid documents, and interim/final inspections of all housing units proposed for rehabilitation. The project area will include the neighborhood of Walnut Hill in the City of Petersburg. Under the NSP budget, Pathways, Inc. seeks to purchase, rehabilitate, and resell five (8) houses within the project areas. If this goal is reached, Pathways, Inc. may have access to additional funds from a performance pool to continue the same activities as listed above.

### **B. SCOPE OF SERVICES**

Professional assistance to be provided would consist of those services required to effectively administer the rehabilitation work on Pathways' behalf during the project implementation phase. Technical services would include the following tasks:

1. Approval of pre- and post- construction blower door testing;
2. Perform initial inspections;
3. Prepare project specifications and drawings;
4. Prepare final project cost estimates;
5. Monitor the construction process, including the pre-construction conference, one progress inspection at 50% job completion (a pre-construction site visit will be also be required if lead hazards are to be remediated), a final inspection, payment authorizations, developing a punch list, and submitting the certification of final completion;
6. Initiate any required change orders; and

### **C. CONTENTS OF QUOTATIONS**

Each firm or individual receiving this Request for Quotations should base their quote on the itemized list under the Scope of Services section, pricing each applicable item. A total quotation price for each unit is to be provided.

*Building Lives. Awakenning Hope*

Additionally, each firm or individual receiving this request should indicate their availability to perform the related duties of rehabilitation specialist and to estimate time spent onsite in the City of Petersburg.

#### **D. SELECTION PROCESS/CRITERIA**

Proposals will be reviewed by the P. Michael Watts, Project Administrator, and other appropriate staff based on the lowest acceptable price.

The firm or individual that best meets the criteria will be contacted for negotiation of scope of services and fees. If a mutually agreed-upon contract is not reached, negotiations will begin with the next most qualified individual/firm. The contract will be a fixed-fee contract for specified work/tasks. Payments to the rehabilitation specialist will be based on costs incurred and work tasks completed. Each responding firm will be notified of final selection.

#### **E. INCURRING COSTS**

Pathways, Inc. is not liable for any cost incurred by contractors prior to issuance of a contract.

#### **F. SUBMISSION**

Please submit a copy of your quotation to P. Michael Watts, Project Administrator, no later than Monday, March 22, 2010. Quotations may be sent to Mr. Watts at Pathways, 1200 W. Washington Street, Petersburg, Virginia 23803; by fax at 804-862-1015; or by e-mail at [mwatts@pathways-va.org](mailto:mwatts@pathways-va.org). Each quotation should be clearly marked "Quotation for NSP Housing Rehabilitation Technical Services." Proposals by telephone will not be accepted. Quotations received after the above-referenced time and date will not be considered. Questions may be directed to the Project Administrator at (804) 862-1104 ext 330.