

Town of Brookneal
Downtown Revitalization Project
Community Development Block Grant (CDBG)

Request for Proposal
Housing Rehabilitation Specialist

The Town of Brookneal, located in Campbell County, has been offered a \$1,000,000 Community Development Block Grant (CDBG) from the Virginia Department of Housing and Community Development (DHCD) to undertake downtown revitalization activities.

An element of this project will be the rehabilitation of 6-8 residential properties (most are investor-owned) along Main Street within the project area. The majority of the homes are over 50 years of age, and are a part of the historic character of Brookneal's downtown district.

A programmatic agreement with the Virginia Department of Historic Resources will be in effect, and work performed on all buildings classified as contributing to the historic character of the district must be done in accordance with the *Secretary of the Interior's Guidelines for Rehabilitation*.

The Rehabilitation Specialist will take primary responsibility for designing, bidding, controlling the quality of the work completed by the housing contractor and ensuring the timely completion of all housing construction contracts. The scope of services for the Rehabilitation Specialist will entail the following services:

- Perform an initial DHCD Housing Quality Standards (HQS) inspection for deficiencies for each eligible dwelling, including blower door test, chimney inspection, and electrical inspection. Submit an inspection report with results.
- Completion of work write-ups stipulating repairs, including drawings, when necessary, showing locations of repairs;
- Preparation and submission of a cost estimate of specified repairs;
- Prepare master specifications for contractors and Grantee's files;
- Develop a list of pre-qualified contractors;
- Conduct pre-bid walk through of each property;
- Prepare bid documents;
- Inform the Program Administrator if temporary relocation will be required due to lead-based paint requirements;
- Conduct pre-bid conference and pre-construction conference with owners and contractors, including a discussion of regulatory information;
- Accept and review bids for completeness and accuracy. Determine if the bids are within 10% of the cost estimate and within DHCD's cost limitations. If not, recommend how the Grantee should proceed. Ensure that winning contractor has had "Lead-Safe Work Practices" training;
- Submit a bid tab and contract award recommendation;
- Conduct negotiation with contractors, when necessary, to obtain prices within program limits;

- Perform weekly inspections during construction, including ones at critical times in the construction process e.g., electrical and plumbing rough-in, at 50% and at completion, and submit inspection reports with findings. Ensure that work is done in accordance with lead procedures as outlined in the current Grant Management Manual;
- Approve contractors' request for payment based upon payment inspection and according to a drawdown schedule and Project Management Plan. Submit inspection report with payment approval. The Rehabilitation Specialist will not approve the final payment request until the following documentation, as applicable;
- Submit to DHCD *all* change orders for review and concurrence before execution;
- Communicate with contractors and owners during construction to interpret contract and resolve complaints;
- Prepare punch-list for contractors' completion;
- Conduct final DHCD HQS inspection of project, ensure full compliance with Bid documents and program requirements, including post blower door test, and submit report with results;
- Procure the services of licensed pest control to inspect for the presence of wood destroying insects to include written report;
- 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. Submit Project Completion Report with a copy of the Register of Contractors;
- Assist with Home Maintenance Education Program by providing beneficiaries with warranties and explaining said warranties to beneficiaries. Explain the operation of mechanical systems;
- Attend Management Team, Housing Rehabilitation Program Board and neighborhood meetings, as necessary;
- Provide all related documentation to the Grantee; and
- Submit annually a copy of the Rehabilitation Specialist's current Risk Assessor license as issued by DPOR.

Familiarity with Virginia CDBG requirements for non-entitlement communities (as administered by the Virginia Department of Housing & Community Development) and experience in the construction business and as a rehabilitation specialist will be key selection criteria.

Please submit a written proposal (one copy is sufficient) for providing Rehabilitation Specialist Services by 5:00pm on Friday, August 15th, 2008.

The proposal can be mailed, faxed, or emailed to:

W. Scott Smith
 Region 2000 Local Government Council
 828 Main Street, 12th Floor
 Lynchburg, VA 24504
 Fax: 434-845-3493
 Email: ssmith@region2000.org

If you need further information please feel free to contact Scott Smith, Project Manager, at 434-845-3491 or ssmith@region2000.org.