

March 9, 2022

**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP)  
RESIDENTIAL BUILDING INSPECTION SERVICES FOR HOME RENOVATION PROJECTS**

Marion County Land Reutilization Corporation ( a.k.a. the Marion County Land Bank ) in combination with the Marion County Regional Planning Commission, is soliciting information from individuals and selected organizations relevant to their work capabilities and qualifications to provide home inspection services.

**SCOPE OF WORK**

**Purchase/ Rehabilitation Program**

Marion County Land Reutilization Corporation acquires blighted and abandoned structures in Marion County. It is necessary to evaluate to determine if a structure is suitable for rehabilitation prior to selling the property or if demolition is the best option. The expected product is to contract with a home inspector on a case-by-case basis to evaluate vacant and abandoned single-family units owned and offered for sale by the Marion County Land Bank. The units are often in need of renovation before deemed habitable by the Land Bank. Marion County does not have a 1, 2 or 3 family building code enforcement. Therefore, it is necessary contract for inspection services of individuals or firms. The inspector will be expected to create specifications for work necessary to bring the unit up to Ohio Residential Building Code and National electric Code. Purchasers will enter into a deed in escrow rehabilitation contract with the Land Bank stating that the buyer will make the necessary repairs to the satisfaction of the Land Bank. The home inspector will be necessary to provide inspection before, during and after renovation. Examples of possible inspections are foundation, roof, rough-in, final and electrical.

These requirements include but are not limited to the ability to:

**Rehabilitation Inspection Services:**

- Establish and maintain a program oversight effort to inspect the homes to be rehabbed before work is begun, during construction, and after construction is complete, but before deed transfer has been approved;
- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability;

- Schedule inspections for lead paint, plumbing, and furnaces as needed;
- Undertake a “walk-through” of the projects with potential buyers
- Provide the Land Bank staff and officials with written specifications and cost estimates for projects;
- Conduct contractor tours of proposed projects;
- Conduct interim inspections to assure work is being properly undertaken and assist with any necessary day-to-day administration of the project.
- Inform the Land Bank of any purchaser/contractor in non-compliance with contract specification, and/or lack of good workmanship.
- Undertake clearance testing for Lead Hazard final inspection and authorize final payments on all projects;
- Provide the Land Bank with copies of documentation generated by the Housing Rehabilitation Specialist in the completion of his contractual obligations;
- Be available for telephone consultation at appropriate and convenient times;
- Meet as needed with homeowners, contractors and staff to provide documentation/information for dispute resolution, if needed;
- Provide County staff with technical updates, documents, and materials relative to Rehabilitation standards;
- Provide before and after photos of the project;

### **INFORMATION SOUGHT FROM APPLICANT**

At a minimum, the following information shall be submitted to the County Land Bank in response to this request:

- A list of personnel employed by the applicant that will be involved in the Land Bank Purchase/ Rehabilitation Program
- The qualifications and experience of those personnel.
- A synopsis of the organization’s experience in preparing and writing specifications and inspection reports.
- A list of other communities, agencies or individuals for which the organization provides (or has provided) rehabilitation specification and home inspection services and their contract information.

### **REVIEW CRITERIA**

After publication of the RFQ/RFP and solicitation of proposals from an adequate number of professional service providers, a qualified panel will review the proposals received against factors for award identified in the RFP. The enclosed ***Evaluation Criteria for Home Inspection Services Contract Award*** will use the basis for evaluating, the panel, no less will use a competitive range procedure to establish a ranking order of successful proposals which may lead to a determination of whether negotiations should be held

with service providers that fall within the competitive range, or if the contract should be awarded to the top offeror in the range. A recommendation will then be made to the Marion County Land Bank

The Marion County Land Bank will review all proposals submitted. If negotiations are held, "best and final offers" are requested and re-scored with the best offer, as well as, most qualified offeror of services selected as the winner of the competition, subject to negotiation of a fair and reasonable price.

Upon completion of successful negotiations, if necessary, or a ruling from the Commission to proceed with awarding the contract to the top offeror, a contract will be executed with the Marion County Commissioners.

### **SUBMISSION OF PROPOSALS**

Applications will be received at the address below or via email to [ecummings@co.marion.oh.us](mailto:ecummings@co.marion.oh.us) until the close of business on **Friday, March 25, 2022**. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" .

Please address all correspondence to:

Evelyn Warr-Cummings, Planning Director  
Marion City/County RPC  
222 W Center St., #2002  
Marion, Ohio 43302  
740-233-4140  
[ecummings@co.marion.oh.us](mailto:ecummings@co.marion.oh.us)

# EVALUATION CRITERIA FOR RFP FOR LAND BANK HOUSING INSPECTOR

## SCORING INSTRUMENT

Firm Name: \_\_\_\_\_

Agency Being Evaluated: \_\_\_\_\_

Scoring Criteria	Possible Points	Rating
Experience with 1,2 and 3 family residential inspections and specification writing for clients, banks, housing agency or buildings departments.	20	
Professional Qualifications of the Individual or Agency, Resumes of Key Personnel, including hourly rate of staff involved and/ or flat fees for specific types of inspections.	20	
Experience working with projects involving Building Codes: Ohio Residential Building Code, Ohio Dept. of Development Residential Rehabilitation Standards, HUD HQS, National Electric Code, and Ohio Plumbing Code, etc.	10	
State of Ohio Home Inspector License or equivalent	20	
Experience and Qualifications for Asbestos evaluation and /or abatement	10	
Experience and Qualifications for performing Lead Risk Assessment and/ or Lead Clearance Testing	10	
Cost: Reasonable charges	10	
<b>TOTAL</b>	<b>100</b>	

*The Community has the right to interview any or all consultants and select the firm based upon the review and analysis of the qualification statements. The Community will enter into a contract with the responsible offeror whose qualifications will be most advantageous to the County and subject to negotiation and fair and reasonable compensation with responsible offerors.*

Evaluator Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Three persons from the community need to separately review each organization, for a total of three separate evaluations per organizations.

Evaluation of Organization Number \_\_\_\_ of 3