

REQUEST FOR PROPOSALS
TO PROVIDE
CONSTRUCTION INSPECTION SERVICES

Missouri Housing Development Commission



Response Deadline:

Two copies and one electronic copy on a CD-ROM to MHDC
no later than 4:30 p.m. on Monday, October 24, 2011

Submit Responses to:

Tina Beer
Director of Operations
Missouri Housing Development Commission
3435 Broadway
Kansas City, Missouri 64111
tbeer@mhdc.com

Introductory Information

Missouri Housing Development Commission

The Missouri Housing Development Commission (“MHDC”) was established in 1969 in order to increase the availability of decent, safe and sanitary housing at prices within the means of low- and moderate-income persons. MHDC is a governmental instrumentality of the state of Missouri and a body corporate and politic. MHDC’s authority is derived from Section 215.030, *et seq.*, of the Revised Statutes of Missouri, as amended and supplemented.

MHDC administers a variety of state and federal funding sources to finance the purchase of single family homes for owner occupancy and to finance the construction and rehabilitation of affordable rental housing for low-income Missourians. Funding is made available through a combination of issuing tax credits and sale of bonds to provide mortgages, providing grants, and making low-interest loans. Sources include the federal Low Income Housing Tax Credit, Missouri Low Income Housing Tax Credit, HOME Investment Partnership Program, federal Risk-Share insurance, Affordable Housing Assistance Program, proceeds of bond sales, as well as MHDC’s own general fund balances. MHDC’s activities are governed by the laws and regulations of each particular funding source as well as MHDC policy.

Definitions

Developer

A Developer is a person or entity that has been awarded a loan from MHDC for the purpose of building one or more single family residences.

Development

A property that will be newly constructed, rehabilitated or both by a Developer.

Draw Request

The request a Developer submits for disbursement of loan funds.

Inspector

The Respondent to this RFP that is selected by MHDC to perform the services requested.

MHDC

Missouri Housing Development Commission

RFP

Request For Proposals

Respondent

Firms submitting proposals in response to the RFP.

Response(s)

The written proposal submitted for consideration in answer to the RFP.

Purpose of Request for Proposals

The purpose of this Request for Proposals (RFP) is to obtain proposals (“Responses”) from qualified firms (“Respondents”) to provide construction inspection services.

MHDC recently initiated a \$10M revolving loan fund that will provide low interest construction loans to developers or builders that will build single family residences in the Joplin area. MHDC has a need for qualified firms to perform construction inspection services. MHDC is therefore soliciting responses from qualified Respondents to provide the services described in accordance with the terms and conditions set forth in this RFP and any other term or condition in the final contract.

Term of Engagement

The term of engagement shall be two years or until construction is complete on all associated developments and all funds are disbursed and all mortgagee’s title policies are fully dated down, whichever comes sooner.

Response Due Date

Monday, October 24, 2011, by 4:30 P.M. Central time

Submission of Responses

Two copies of the Response with original signatures, along with one electronic copy on a CD-ROM, must be submitted by the Response Due Date noted above to:

Missouri Housing Development Commission
3435 Broadway,
Kansas City, Missouri 64111
Attn: Tina Beer

Anticipated Timetable for RFQ and Responses

Release RFP: October 4, 2011
Responses Due: October 24, 2011
Staff Recommendations: October 28, 2011

Procedures and Instructions

Questions

Questions regarding this RFP should be directed to MHDC in writing by mail, facsimile or electronic mail, as follows:

Tina Beer
Director of Operations
Missouri Housing Development Commission
3435 Broadway, Kansas City, Missouri 64111
(816)759-6838 (phone)
tbeer@mhdc.com

Standards of Conduct

Please refer to MHDC's "Standards of Conduct" for information regarding contact with the MHDC Commissioners or staff in connection with this RFP, necessary disclosures thereunder and other policies regulating the actions of interested parties, employees and commissioners during a competitive matter. MHDC's "Standards of Conduct" are available on MHDC's website at www.mhdc.com.

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. Questions regarding this requirement may be directed to MHDC's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at wwatson@mhdc.com.

Modifications to Responses

Respondents may not modify or correct its Response any time after the Response Due Date, except in direct response to a request from MHDC for clarification.

Revisions to this RFP

If it becomes necessary to revise or clarify any part of this RFP, MHDC will provide an addendum to be posted on MHDC's website at www.mhdc.com and also be sent to each firm provided a copy of this RFP.

Expense of Preparation of Responses

MHDC is not responsible for any expense incurred in preparing and submitting a Response or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a Response.

Reservation of Rights:

MHDC reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the Response, request additional information from any Respondent, reject any or all Responses, and waive any irregularities in any Responses.

Review and Selection Process:

All Responses will be reviewed by MHDC staff. All Respondents will be notified of the result of the review process.

Public Records:

Respondents to this RFP should be aware that the Responses are public records under state law after the evaluation and selection process has been completed.

Scope of Services

The Inspector will be expected to provide construction inspection services. The Inspector shall provide the following services:

1. Review and be familiar with all construction documents including but not limited to plans, specifications, draw request forms and contracts.
2. Coordinate inspection schedules with any project architect, developer, contractor or other subcontractors or consultants.

3. Perform the following inspections:
 - a. Monthly construction draw inspections to review the work in progress for quality and compare the work completed with the draw request presented by the contractor or Developer.
 - b. A footing/slab inspection.
 - c. One open-wall inspection.
 - d. Final inspection of the completed Development.
4. Submission of the following reports to MHDC and/or MHDC's third party loan servicer:
 - a. Verbal reports to MHDC's Construction Manager immediately following monthly construction draw meetings to report acceptance of or reservations to the draw request.
 - b. Written field reports in MS Word or Adobe format with sufficient photos illustrating progress and issues via email within three (3) business days of the inspection.
 - c. Approval or rejection of draw requests.
 - d. Approval or rejection of change orders.
5. Communicate problems and issues to MHDC's Construction Manager including but not limited to:
 - a. Known or obvious OSHA violations.
 - b. Known instances or reported complaints of undocumented workers.
 - c. Substandard quality including poor workmanship or inferior materials.
 - d. Deviations from plans and specifications.

Structure of Responses

Responses should be in a consistent and easily comparable format as established in this RFP. Responses not organized as set forth in this RFP or that exclude any component of services may, at MHDC's discretion, be considered non-responsive and rejected from consideration. Do not refer to other parts of your Response in lieu of answering a specific question. Do not provide references to filings or forms publicly available, including on the Respondent's website, in lieu of providing specific information in the Response.

Each Response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the Respondent shall certify that (i) that no elected or appointed official or employee of MHDC is financially interested, directly or indirectly, in the performance of the services specified in the RFP, (ii) that the information included in the Response is true and correct to the best of its knowledge and (iii) that the person signing the transmittal letter is authorized to execute the Response on behalf of the Respondent.

Responses should be organized in the same manner as the individual information request contained in the section of this RFP entitled "Response Details." Separate responses should be given for each separate category and each answer should clearly identify the section being answered.

Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

Evaluation Criteria

The criteria used in evaluating the Responses will include, but are not limited to, the following (in no particular order of importance):

- a. The location, extent and capabilities of the firm(s) represented by the Respondent in terms of offices and employees in Missouri. Firms must be authorized to practice in Missouri and must be a business in good standing.
- b. Relevant experience providing similar services to state housing agencies or other clients, including the Respondent's reputation within the construction and national affordable housing industries.
- c. The Respondent's ability and willingness to provide the services desired by MHDC and demonstrated understanding of the requirements of MHDC in order to present work product of excellent quality in the desired timeframe.
- d. MHDC's prior experiences, if any, with the Respondent and any other factors MHDC believes would be in its best interest to consider.
- e. The rationale for selection provided by the Respondent.
- f. Proposed fee schedule.
- g. The inclusion of minority and women participation by the Respondent's firm(s), including the employees and/or any participation with a minority or woman-owned firm.

Response Details

Firms responding to this RFP should prepare clear and complete responses to each of the following questions and information requests.

Team Personnel and Location

Provide the name, telephone number, fax number and email address of the Respondent and identify a primary contact person regarding the Response. Please attach relevant resumes or give brief descriptions of the relevant experience of the individuals who would be responsible for providing these services. List the location of the main office(s) and locations of offices in the state of Missouri for the Respondent's firm(s).

Firm Overview

Provide an overview of the Respondent's firm(s), including the full legal name of the institution(s) and the state(s) of organization. Is the firm(s) a minority- or woman-owned business? Describe firm's inclusion of minority and women participation, including the firm's employees and/or any participation with a minority or woman-owned firm.

Other Clients and References

List all housing finance agencies or other entities for which the Respondent has provided similar services. Please provide the contact information of three clients to serve as references.

Experience

Describe in detail the Respondent's experience in single family construction inspections.

Scope of Service

Respond to each item included in the section of this RFP entitled "Scope of Services" by describing how the Respondent would carry out each task.

Proposed Fees

State a fee schedule upon which the Respondent would base its charges to MHDC. Fees should be structured on a per inspection basis. The fee schedule should also include all out-of-pocket expenses. Final payment negotiations will take place between MHDC staff and the team selected.

Rationale for Selection

Present the case for the selection of your Response as the most qualified. Include any relevant information not already provided.

Disclosure

Disclose any entities or individuals which are clients of the Respondent and participate in MHDC transactions.

Undocumented Workers

Pursuant to *Mo.Rev.Stat. §285.530.2*, the Inspector selected pursuant to this RFP must provide MHDC with an affidavit stating that the Inspector does not employ any person who is an unauthorized alien in conjunction with the contracted services and that the Servicer is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. Prior to execution of any contract contemplated herein, the Inspector shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement may be directed to MHDC's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at wwatson@mhdc.com. Please indicate whether the Respondent is currently enrolled in and participating in a federal work authorization program such as E-Verify.