

REQUEST FOR QUALIFICATIONS  
FOR RESIDENTIAL BUILDING INSPECTOR  
FOR THE  
EAST TEXAS COUNCIL OF GOVERNMENTS'  
DISASTER HOUSING PROGRAM

The East Texas Council of Governments (ETCOG) requests a written response to this Request for Qualifications (RFQ) for the purpose of selecting a Residential Building Inspector for the Disaster Housing Program. This RFQ will include all phases of inspection required during the course of the program; however, ETCOG reserves the right to defer negotiations concerning individual services. Final selection of a Residential Building Inspector will be contingent upon approval from the state funding agency.

The Disaster Housing Program project is anticipated to involve the rehabilitation and/or reconstruction of homes in the designated counties of: Cherokee, Gregg, Harrison, Rusk and Smith. The project will include initial inspections, homeowner counseling, project team conferences, final inspections and other components unrelated to this RFQ.

This RFQ packet is also available online at [www.etcog.org](http://www.etcog.org).

Responses to the RFQ are due by 5:00 p.m. on Monday, February 22, 2010. The sole point of contact for inquiries concerning this RFQ is:

Karen Cline  
Housing Manager  
ETCOG  
[karen.cline@etcog.org](mailto:karen.cline@etcog.org)

The physical and mailing address is:

ETCOG  
ATTN: Karen Cline-RFQ Response  
3800 Stone Road  
Kilgore, Texas 75662

All communications relating to this RFQ must be directed to the contact person named above and **only** through email or written correspondence. Any communications between a respondent and ETCOG staff concerning this RFQ are prohibited. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a proposal with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in ETCOG's disqualification of the proposal. The respondent is responsible for ensuring the response is received before the deadline. Copies or faxed responses will **not** be accepted. ETCOG assumes no responsibility for lost or misrouted mail.

#### **I. FORMAT**

All submittal materials should be in a 8 ½" x 11" format, either loose or in a non-secured binder or folder. Only one original will be required.

Each item requested in Section II **must** be included and complete. Failure to provide a complete response may result in disqualification of the entire submittal.

Any supplementary materials submitted at the discretion of the submitting respondent, such as brochures, resumes, etc., must be bound separately from the main submittal.

## II. RESPONSE ITEMS

The qualifications submittal should contain the following items:

**Cover:** Include "RFQ for Residential Building Inspector," date of submittal, and all relevant contact information. If a firm or business, include the point of contact and the contact information for the individual.

**Statement of Qualifications (SOQ) form (Attachment A):** Complete and submit the SOQ found as Attachment A of this RFQ. All listed projects should have been undertaken in the last ten years.

**Relevant Experience:** Include any work you may have performed as an individual, part of a firm or organization, as a consultant, or for any local, state or federal program.

**Applicant's Certification of Qualifications:** Please include copies of all relevant certifications and training. Certification from other states will be considered.

## III. SELECTION SCHEDULE

February 8, 2010: The complete RFQ packet will be available at [www.etcog.org](http://www.etcog.org) or by requesting a packet from the above listed Point of Contact.

5:00 p.m. February 22, 2010: RFQ submittals due to ETCOG.

February 26, 2010: Short list of respondents to be determined by screening committee. ETCOG will submit the short list to the state funding agency with selection criteria for approval.

February 26, 2010: Short list candidates will be mailed an Invitation to Bid.

March 1, 2010: Interviews begin with short list candidates. The screening committee will conduct interviews at the ETCOG offices.

March 15, 2010 (no later than): The final selection will be made for Residential Building Inspector.

## IV. SELECTION OF RESIDENTIAL BUILDING INSPECTOR

The criteria for ETCOG review of the submitted proposals and selection of the Residential Building Inspector are based on the following:

- a. Relevant Experience: Applicant's demonstration of adequate, meaningful and relevant experience with projects of a similar/comparable type including experience in residential and commercial building inspection. Preference will be given to individuals/firms with Housing and Urban Development (HUD) experience.

- b. Relevant Education: Applicant's demonstration of certification and training required to perform residential inspections.
- c. Responsiveness to Project Requirements: Applicant's demonstrated success in completing projects on time and responsiveness to meeting changing requirements. Attentiveness to and compliance with RFQ instructions, interview requirements, and other aspects of the selection process will be considered as an indication of responsiveness.
- d. Proximity to Project: Applicant's residing in the 14-county ETCOG region will be given preference.
- e. Historically Underutilized Business (aka Minority Owned Business): In the event of two or more highly qualified respondents, HUBs will be given preference.

**STATEMENT OF QUALIFICATIONS (Attachment A)**

1. Name of Individual \_\_\_\_\_

2. Name of Firm/Business (if applicable) \_\_\_\_\_

3. Address \_\_\_\_\_

4. City, State ZIP \_\_\_\_\_

5. Telephone \_\_\_\_\_ 6. Cell Phone \_\_\_\_\_

7. Type of Organization (check one)

Individual

Sole Proprietorship    Partnership    Corporation

8. List 5 relevant projects/completed jobs within the past 5 years

Owner of Project	City/County of Project	Reference	Contact Phone	Year

9. List all certifications/trainings relevant to this position. Include documentation of such

Type of Certification/Training	Date of Cert/Training/Last Renewal	Years of Experience
HUD Housing Quality Standards		
FEMA Residential Damage Inspection		

10. List all relevant association affiliations (i.e.- International Code Council)


## Business Classification Certification

### 1. Type of Business Enterprise

\_\_\_\_\_ Proprietorship    \_\_\_\_\_ Partnership    \_\_\_\_\_ Corporation    \_\_\_\_\_ Not for Profit

### 2. Business Classification Certification

\_\_\_\_\_ Large Business Enterprise  
\_\_\_\_\_ Large Woman Owned Business Enterprise  
\_\_\_\_\_ Large Minority Owned Business Enterprise  
\_\_\_\_\_ Large Service Disabled Veteran Business Enterprise  
\_\_\_\_\_ Small Business Enterprise  
\_\_\_\_\_ Small Woman Owned Business Enterprise  
\_\_\_\_\_ Small Minority Owned Business Enterprise  
\_\_\_\_\_ Small Service Disabled Veteran Business Enterprise  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

### 3. Labor Surplus Area

\_\_\_\_\_ We have no plants located in labor surplus areas; or  
\_\_\_\_\_ The following plants are located in labor surplus areas:

\_\_\_\_\_  
\_\_\_\_\_

#### Definitions:

- 1) A small business concern means a concern, including its affiliates, that is independently owned and operated not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standard in section 19 of the Federal Acquisition Regulations.
- 2) A minority business enterprise means a business enterprise that (1) is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stocks owned by one or more socially and economically disadvantaged individuals and (2) has its management and daily business controlled by one or more such individuals. Socially and economically disadvantaged individuals include Black American, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other individuals found to be qualified by the SBA.
- 3) A woman-owned small business enterprise means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- 4) A labor surplus area enterprise is one in a geographical area at the time of the transaction, classified by the Department of Labor as an "Area of Substantial Labor Surplus" or as "Area Substantial and Persistent Labor Surplus." This information is shown in a Department of Labor publication "Area Labor Market Trends.:"

The responsibility of determining the classification type for your business is yours. If you have questions, please contact your regional or district U.S. Small Business Administration Office.

### 4. Certification

The official signing this form certifies that he or she is acting within the scope of his or her authority to make such representations and certifications and that the information furnished herein is current, complete and accurate as of the date of signing.

Accepted and Agreed to:

\_\_\_\_\_  
*Company Name*

This \_\_\_\_\_ Day of \_\_\_\_\_, 2010. By: \_\_\_\_\_

Title: \_\_\_\_\_