

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR ELECTRICAL INSPECTION SERVICES**

### **FOR APPROVED OR POTENTIAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME OR ACT 137 FUNDED PROJECTS IN MIFFLIN COUNTY, PENNSYLVANIA**

This RFQ is for a three year period that includes calendar years 2017, 2018 and 2019. The Mifflin County Planning and Development Department is the agency authorized by The Pennsylvania Department of Community and Economic Development (PA-DCED) and the Mifflin County Commissioners to administer their (CDBG, HOME and ACT 137) Programs. It is anticipated that approximately 20-35 homes will be rehabilitated during this time period. The final number may fluctuate based on the amount of funding received.

The Mifflin County Planning and Development Department on behalf of the Mifflin County Commissioners and Brown, Derry and Granville Township Supervisors and Lewistown Borough intend to continue the rehabilitation of low/moderate income eligible, owner occupied houses throughout Mifflin County. Mifflin County has been rehabilitating houses through these above listed programs since the mid-1980's and continues to make housing rehabilitation a high priority by funding or receiving funding for the program. HOME/CDBG & ACT 137 funds have been secured and approved through the PA-DCED in various federal fiscal years (FFY).

This RFQ is to solicit qualifications from qualified firms: for initial inspection, work write-up and service replacement inspection and final inspection and 2<sup>nd</sup> final inspection.

#### **PROJECT SCOPE**

*The successful electrical inspector will be notified by phone or e-mail by the Housing Rehabilitation Specialist following his inspection with the name(s) of the clients, along with address, phone numbers and any special conditions that may need addressed by the electrical inspector. The inspector will have (30) days to set-up and/or perform the initial inspection and complete the work write-up. The inspector will forward the written specifications along with a rough general sketch of each room showing existing and new electrical work for the interior and exterior of the house. The contractor that completes the electrical work is responsible for contacting the inspector when work is completed and/or the electrical service is ready to be changed by the electrical company and needs inspected. If upon final inspection, the inspector finds the contractor hasn't completed the work as per the write-up, the inspector will complete a punchlist to be completed by the contractor. Following completion of the punchlist, the contractor will again notify inspector of completion and inspector will complete a 2<sup>nd</sup> final inspection. Any further punchlist items requiring inspections will be paid by the contractor. If a service change or upgrade is needed, the electrical inspector will provide the "cut card" to the appropriate power company as needed to get work completed. A final electrical certificate will be completed and sent to the homeowner and also to the Rehabilitation Specialist at the Mifflin County Planning & Development Department. Electrical work will be based on today's code requirements as listed within the local municipality the home is located in. If there is no local code, electrical work will comply with the most up to date National Electrical Code standards.*

The Mifflin County Planning and Development Department is seeking this request for qualifications from local electrical inspectors to meet the above listed services to provide inspection, design, construction phase assistance and assist the Housing Rehabilitation Specialist as needed with questions arising from this process. The electrical inspection firm will be retained in accordance with qualifications based on criteria (located in this notice) in accordance with the applicable Federal, state and local electrical standards.

**All Requests for Qualifications must be received by: 4:00 PM on Monday, February 13, 2017.** The County will evaluate qualifications and then select the firm it deems best qualified. The County and the successful electrical inspector will then negotiate costs for each category listed above enter into a professional services agreement for the projects, prior to the commencement of providing inspection services.

## **SELECTION PROCEDURE**

The County will review all proposals and assign rankings in accordance with the four elements listed below. Each of the four factors should be addressed in the statement of qualifications and points will be awarded based on each response. Fees **are not** to be included in this submission. Statements of qualifications containing fees will not be evaluated.

1	Qualifications and Experience of Firm A. Past similar project experience B. Experience with the CDBG and other funding programs	175
2	Special Characteristics of the Firm, such as Small Business Firm, Minority and/or Woman Owned Businesses, Labor Surplus Area Firm or Section 3 Business Firm	75
3	Ability to complete work within established budgets and schedules.	100
4	Familiarity with Mifflin County	150
<b>TOTAL</b>		500

All firms will be ranked separately based on the information submitted, to determine their ability to undertake the services outlined above. The final selection will be contingent upon the willingness of the firm to negotiate a fee, which meets both the budget and the approval of Mifflin County which is fair and reasonable, with respect to the services to be provided.

Should Mifflin County be unable to negotiate an acceptable contract with the firm receiving the highest ranking, negotiations will begin immediately with the next highest ranking offeror, and so on, until a satisfactory agreement has been reached. Request for qualifications will be reviewed by Mifflin County Planning and Development Department. Telephone and on-site interviews may be requested and the County reserves the right to conduct negotiations and to request oral presentations.

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the County. It is required that all project activities be carried out in accordance with applicable Federal, State and local laws and regulations. In accordance with the PA Department of Community and Economic Development, the contract award will be valid for a three (3) year period commencing on execution of the contract between the selected electrical inspection firm and the county.

The County of Mifflin is an affirmative action/equal opportunity employer that selects contractors without consideration of race, religion, color, ethnic background, sex, age or handicapped status. Minority-owned, Women-owned and Section 3 business firms are encouraged to submit proposals. The County is obligated to follow its adopted MBE plan on file in the Mifflin County Planning and Development Office, located at 20 North Wayne Street, Lewistown, PA 17044.

**Two hard copies of the Request for qualifications must be submitted on or before: 4:00 PM on Monday, February 13, 2017 at the following address:**

Name: James P. Lettiere, AICP, Community Development Administrator/Assistant Director  
Address: Mifflin County Planning & Development Department  
20 North Wayne Street  
Lewistown, PA 17044

Phone Number: 717-242-0887

e-mail: [jlettiere@co.mifflin.pa.us](mailto:jlettiere@co.mifflin.pa.us)

