

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: January 23, 2023
TO: BOARD OF COUNTY COMMISSIONERS
THROUGH: Michael C. Zito, Interim County Administrator
Kristin Daniels, Director, Office of Management and Budget
FROM: Jennifer Hyde, Purchasing Manager
SUBJECT: Award of RFP 2023004 for Housing Program Inspection Services

BACKGROUND:

On behalf of the Community Development Department, Requests for Proposals (RFPs) were solicited for Housing Program Rehabilitation Work Inspection Services. Work will include single-family residential property inspection services, and development of rehabilitation scopes of work. Inspection services are currently performed by Guardian Community Resource Management (Guardian CRM) under an agreement that will expire on June 10, 2024. The Department would like to have an additional firm under contract for inspection services to facilitate additional rehabilitation projects.

RFP RESULTS:

Advertising Date: September 23, 2022
RFP Opening Date: October 12, 2022
Solicitation Broadcast to: 685 Subscribers
RFP Documents Requested by: 13 Firms
Replies: 1 Firm (SoFI Corporation)

ANALYSIS:

A selection committee comprised of Andy Sobczak, Assistant Community Development Director, Bill Collins, SHIP Housing Coordinator, and Chris Balter, Senior Planner independently reviewed the received proposal in accordance with the RFP document and Purchasing Manual. The committee then met to discuss the proposal, and agreed the sole proposer met the RFP requirements, and is qualified to complete the project.

The prices proposed by the firm met the maximum rates stated in the RFP, however, the committee identified that those amounts in the issued RFP were higher than the State-approved rates in the County's Local Housing Assistance Plan (LHAP).

The Purchasing Division contacted the proposer, and asked if they would meet the lower LHAP rates. After discussion, they agreed to lower their price.

CONSENT

Work Task	Agreed Not to Exceed Fee
Rehabilitation loan approval inspection	\$500
Detailed inspection, rehabilitation work write-up and project closeout	\$2,250

The term of award is proposed to coincide with the expiration of the Guardian CRM agreement, during which time staff anticipates an update to the LHAP will be made, potentially including an increase to the rate cap. A new solicitation will be issued prior to the to June 10, 2024 termination date of both agreements, to ensure continuity of the program.

FUNDING:

The work is funded by the State Housing Initiatives Partnership (SHIP) and available in the SHIP Program/Rehabilitation Loan account, 12322869-088070.

Account Name	Account Number	Amount
SHIP Program/Rehabilitation Loan – Owner Occupied	12322869-088070	\$280,957

RECOMMENDATION:

Staff recommends the Board award RFP 2023004 to SoFI Corporation, approve the agreement, and authorize the Chairman to sign after the County Attorney has approved it as to form and legal sufficiency and after receipt and approval of the required insurance by the Risk Manager.

ATTACHMENT

Agreement