

REQUEST FOR PROPOSALS
For
REAL ESTATE ASSESSMENT CENTER
INSPECTION SERVICES

INSTRUCTIONS

1. Keep each proposal excluding exhibits within a limit of 10 pages. A brief (1 page) executive letter should accompany each proposal. Please provide five (5) copies of your proposal.
2. Proposals are due to Carlos Hernandez, Assistant Director of Loan Servicing, **by 5:00 p.m., Friday, April 29, 2011**. Proposals may be mailed or delivered to the office of Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721.
3. Respondents are advised that all submissions (including those not selected) may be made available to the public on request upon completion of the process and award of a contract.

BACKGROUND

Rhode Island Housing invites all interested and qualified certified REAC inspectors and/or qualified firms to submit proposals to provide inspection services to the corporation.

Rhode Island Housing is a self-sustaining public agency created in 1973 to address the housing needs of low- and moderate-income Rhode Islanders. Its statutory purpose is to encourage the investment of private capital, to stimulate the construction and rehabilitation of housing for low- and moderate-income Rhode Islanders, to provide construction and mortgage loans, and to make provision for the purchase of mortgage loans and otherwise as is necessary to accomplish its purposes.

Rhode Island Housing works to ensure that every person who lives or works in Rhode Island can afford a safe, healthy home that meets their needs. Our belief is that a home encompasses much more than four walls and a roof. A good home provides the foundation upon which families can thrive, children can learn and grow, and communities can prosper.

To achieve our mission, we do the following:

- Offer fair, affordable and innovative lending programs.
- Educate homebuyers, homeowners and housing developers.
- Advocate for and finance sensible development that builds vibrant, well-balanced communities.
- Provide grants and subsidies to Rhode Islanders with the greatest need.
- Work with partners to improve everything we do.

As a self-sustaining public agency, Rhode Island Housing generates its own operating income, without state funding. Everything we earn is reinvested to provide safe, healthy homes for Rhode Islanders.

Rhode Island Housing has approximately 180 employees under the direction of an Executive Director, two Deputy Directors, and five Division Directors. Along with the Directors, Rhode Island Housing has approximately twenty individuals at an executive management level. Governance is by a seven-member Board of Commissioners.

Over the past several years, Rhode Island Housing has become both more efficient and more complex. During that time, Rhode Island Housing has developed several new profit-generating initiatives, such as direct loan origination and servicing and Section 8 contract administration for the U.S. Department of Housing and Urban Development (HUD), and has increased the sophistication of its financial management and reporting. At the same time, it has taken on several new responsibilities to further its mission, such as lead poisoning abatement activities, the promotion of comprehensive neighborhood planning efforts, and the creation of the HelpCenter, a HUD-approved counseling agency that has been in contact with nearly 10,000 homeowners since it opened in 2007. It has also launched many partnership initiatives including HousingWorks RI and KeepSpace, and is administering the Hardest Hit Fund Rhode Island (HHFRI), a nearly \$80 million foreclosure-prevention program for Rhode Island homeowners funded by the U.S. Treasury.

SCOPE OF WORK

Rhode Island Housing is seeking the services of a Real Estate Assessment Center (REAC) Uniform Physical Condition Standards (UPCS) Inspector or Firm, to inspect developments in the Multi-Family Risk Share portfolio. The Risk Share portfolio consist of about ninety (90) multi-family developments, which are insured and covered under the U.S. Department of Housing and Urban Development's (HUD) UPCS regulations, and must be inspected by individuals or firms certified in the Department's (HUD) UPCS inspection protocol and procedures. All services provided must meet all requirements establish by HUD, and referenced in 24 CFR Parts 5 and 200, including revisions established by HUD.

Rhode Island Housing seeks a two (2) year service contract term beginning July 1, 2011 through June 30, 2013.

All multi-family developments participating in the Risk Share Program are located in the geographic area of the State of Rhode Island. HUD designates an "ideal future date", and all inspections must be performed within ninety (90) days of the "ideal future date." Rhode Island Housing requires that owners and property management entities are given advance written notice of forty-five (45) days of the scheduled inspection. The REAC inspector or firm must coordinate and confirm all inspections with the servicing mortgagee designee, Carlos Hernandez, Assistant Director of Loan Servicing.

PROPOSAL REQUIREMENTS

A. GENERAL FIRM INFORMATION

- Provide a brief description of your firm, including but not limited to the following: Name of the principal(s); location(s); name, address, phone number, fax number and email address of the firm's contact person.
- Please provide a copy of your firm's financial reports for the last three years.
- Rhode Island Housing encourages the participation of persons of color, women and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally-and state-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally-and state-protected classes in your firm who will work on Rhode Island Housing's account and, if applicable, a copy of your Minority-or Women-Owned Business Enterprise state certification.
- Identify any material litigation, administrative proceedings or investigations which i) currently names your firm or any principal, Partners, Associates, Agents or support staff as a party, ii) have been threatened against your firm or any Principal, Partners Associates, Agents or support staff; iii) have been settled within the past two (2) years and involved your firm's or Principal, Partners, Associates, Agents or support staff, as a party.

B. EXPERIENCE AND RESOURCES

- Identify which Partners, Associates and contracted Agents would be involved in providing services to Rhode Island Housing. Provide appropriate background information on each and identify what their responsibilities would be in serving Rhode Island Housing. Identify whether any staff identified is multi-lingual, and if so, indicate the languages in which they are fluent.
- Provide a complete listing of all services provided by your firm.
- Provide a current client roster, including a lead contact name and telephone number of those organizations or businesses that you service, in which you provide similar functions.
- Provide a vendor profile describing the history of your company and its relationship with any Housing Finance Agencies or Public Housing Authorities.
- Provide a listing of memberships in professional organizations, professional designations and Rhode Island State license number.
- Provide a copy of the certification of all members of your firm who are certified REAC inspectors.
- Provide a copy of the General All Risk Liability insurance certificate as required under Inspector Notice No. 2009-01 for all REAC inspectors.

C. PROPOSED IMPLEMENTATION PLAN

- Provide an outline of procedures you will follow to complete the Scope of Work.

- Provide the anticipated time schedules required to perform each required element in the Scope of Work.
- Identify a contact person responsible for coordinating process with Rhode Island Housing.

D. FEE STRUCTURE

The cost of inspection services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

- Describe your proposed fee structure for all duties listed in the Scope of Work and the costs of any reimbursement items and expenses. Please be as specific as possible.

E. MISCELLANEOUS

- Identify any conflicts that may arise as a result of business activities, associates and/or ventures by members and associates of your firm, or as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing. Describe how your firm will handle actual and/or potential conflicts of interest.
- Discuss any topics not covered in the Request for Proposals, which you would like to bring to the attention of Rhode Island Housing.

F. CERTIFICATIONS

- Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State vendors. This law requires any state vendor who enters into a contract to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the laws) has, within twenty-four (24) months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
- Include a letter from your Chief Executive Officer or Firm Managing Partner certifying that i) no member of your firm has made inquiries or contact with respect to this Request for Proposal other than in a written communication to Carlos Hernandez, Assistant Director of Loan Servicing from the date of this Request for Proposals through the date of your proposal, ii) no member of your firm will make any such inquiry or contact until after July 1, 2011, iii) all information in your proposal is true and correct to the best of his/her knowledge, iv) no member of your firm gave anything of monetary value or promise of future employment to a Corporation employee or Commissioner, or a relative of the same, based on any understanding that such person's

action or judgment will be influenced and v) the firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

G. PROPOSAL REVIEW AND SELECTION CRITERIA

A selection committee composed of Rhode Island Housing staff (the “Committee”) will evaluate the proposals and recommend one or more property inspection firms for engagement. Proposals will be evaluated under the following factors:

- Fee schedule
- Professional capacity to undertake assignments
- Professional experience
- Review of client list
- Geographic coverage and location of offices
- Demonstrated ability to carry out the Scope of Services in the geographic locations specified
- Previous work experience with Rhode Island Housing
- Recommendations by references
- Other pertinent information submitted

The Committee **may** invite one or more finalists to make presentations.

Rhode Island Housing has not committed itself to undertake the work set forth in this RFP. Rhode Island Housing reserves the right to reject any and all bids, and to enter into negotiations with one or more bidders. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing’s decision on these matters is final.

Rhode Island Housing reserves the right to award or reject a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially with the most favorable cost and technical performance terms the owner can propose. Rhode Island Housing will make a selection by Thursday, June 16, 2011.