

**Blight Elimination Program**  
**Request for Qualifications to Provide Field Compliance Services**  
*Mississippi Home Corporation*

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**1. INTRODUCTION**

Mississippi Home Corporation (“MHC” or “the Corporation”) was created in 1989 as a public body corporate and politic, separate and apart from the State of Mississippi the state”). MHC is a legal successor-in-interest to the Mississippi Housing Finance Corporation (“MHFC”). While granting the Corporation a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, Sections 43-33-701 et seq., Mississippi Code of 1972, as amended (‘the Act’), vested all property, rights and powers of MHFC in the Corporation, subject to all pledges, covenants, agreements and trusts made or created by MHFC.

**2. PURPOSE**

The purpose of this Request for Qualifications (“RFQ”) is to solicit responses in accordance with the Mississippi Home Corporation Procurement Regulations from qualified firms to furnish services to MHC as identified in the Scope of Services of this request.

**3. BOARD**

The powers of the Corporation are vested in nine (9) members of the Mississippi Home Corporation Board of Directors (“the Board”), six (6) of which are appointed by the Governor of the State and three (3) by the Lt. Governor of the State, all of whom shall be residents of the State. All appointments shall be with the advice and consent of the Senate of the State Legislature.

**4. ADMINSTRATIVE PERSONNEL**

Mr. Scott Spivey is the Executive Director of the Corporation. The Corporation has a staff of more than 60 employees.

**5. HARDEST HIT FUND BLIGHT ELIMINATION**

The goal of the Blight Elimination Program (BEP) is to stabilize residential property values and prevent foreclosures in Mississippi neighborhoods and communities through the demolition of blighted properties.

MHC serves as a conduit of federal funds from the U.S. Treasury. MHC will award funds to local units of government through an application process for blight elimination of residential property. Each local unit of government that

receives an award from MHC will be considered a grantee. Each grantee will be required to have a blight partner that will hold title to the property that is to be demolished. The grantee is responsible for selecting a contractor to demolish blighted properties using the state procurement process. The grantee or the blight partner can manage the demolition of the blighted properties, but the grantee is responsible for the actions of the blight partner.

MHC has committed \$20 million to the Blight Elimination Program. The maximum grant an applicant can be awarded per project is \$500,000. Applicants may receive up to eight awards totaling \$4 million. MHC expects to fund between twenty (20) and forty (40) grantees. Demolition must be completed by December 31, 2020.

Grantees will be responsible for the following activities:

- Ensure that blighted properties have been condemned by local unit of government.
- Identify and contract with a blight partner.
- Conduct bid request using state procurement process for demolition contractor and select a contractor.
- Publish public notices for the selection of a contractor for blight elimination.
- All activities related to the demolition process.
- Adhering to the timeframe outlined in the request for funding.
- Have alternate sources of funding for overages.
- Dispose of hazardous and non-hazardous waste in approved landfills.
- Obtain waste disposal receipts from landfill facility.
- Backfill, grade, seed, and maintain vacant lot free from debris for 3 years.

## 6. SCOPE OF SERVICES

MHC seeks to acquire field compliance services from a qualified firm or individual (“Contractor”) to ensure that grantees abide by the regulations of the blight elimination program. Contractor should plan on making at least three site visits to each grantee.

Grantee Monitoring: Project Startup - Contractor will meet with each approved grantee on site at project startup to ensure grantee staff understanding of compliance requirements including proper documentation of blighted properties, contract(s) with blight partners, process of soliciting bid proposals from demolition contractors, and required public notices. Contractor will review and sign off on grantee’s actions during demolition of its first unit. Review will take place by carrying out a site visit to review and independently verify the successful implementation of all required demolition activities. Review procedures used by Contractor will be developed in cooperation with MHC. Project startup review will include, but is not limited to: 1) review grantees blight

documents to ensure that each property has been condemned by local government, and that blight partners have taken title to said blighted properties; 2) review grantees bid processes and selection of contractors and public notices for said contractors, and; 3) photographs of each property to be demolished.

Grantee Monitoring: Random Site Visit - The second site visit will be an unscheduled review of grantee operation, including but not limited to the following: 1) photograph the lots where demolitions took place; 2) obtain waste disposal receipts from landfills including hazardous material if applicable, and; 3) ensure that proper back fill, grading, and greening have taken place on each unit demolished.

Grantee Monitoring: Compliance Period - The third site visit will take place within one year after demolition to ensure that the lots have remained 'green' and remain free of debris (if not built upon).

Grantee Monitoring: Contractor Responsibilities - The scope of services to be provided by the Contractor to MHC will include, but is not limited to, the following:

- 6.1** Consultant will create a file for each project to include: 1) project description with photographs; 2) project timeframe; 3) realistic estimate of duration; 4) name and address of waste facility to be used; 5) list of any known hazardous materials; 6) performance review while project is underway; 7) any project recommendations; 8) any deviation from project description with explanations of extensions (if requested); 9) project close-out description with photographs including waste disposal receipts; 10) recommendation for funding approval, and; 11) invoice submission to MHC for payment.
- 6.2** Keep MHC abreast of all significant activities, decisions, correspondence, reports, and other communications related to grantees responsibilities.
- 6.3** Facilitate communications between all parties ensuring responses and resolutions are provided in a timely manner.
- 6.4** Use a digital camera for photographic documentation of contractor progress. Photographs shall be submitted to document final acceptance of work for invoice purposes.
- 6.5** Inspect grantees contracts with blight partners, public notices, permit activities, state procurement processes, waste removal receipts, and greening and maintenance standards.

- 6.6 Assist in the management of the inventory data worksheet with MHC.
- 6.7 Monitor grantees inventory data worksheet to ensure project remains on schedule.
- 6.8 Notify MHC of any time extensions required by grantee.
- 6.9 Conduct quality inspections & evaluations of contracted activities.
- 6.10 Maintain and submit reports and documentation supporting the progress or completion of each grantees project prior to invoice for MHC's review and approval.
- 6.11 Perform final inspections of demolition projects.
- 6.12 Review declarations from local government that the units are substandard, uninhabitable, and/or a threat to health and safety.
- 6.13 Ensure that a 36 month greening plan exist which includes new top soil and vegetation and a method to prevent erosion plus maintenance of the site to include cutting and debris removal.

MHC will notify Contractor when field compliance services should begin for each grantee.

Contractor(s) will be expected to provide their own office space, office supplies, laptop, camera, software, automobile, cellular phone, and any other items deemed necessary to complete tasks. The field equipment is considered an incidental expense to the consultant selected for this contract and there will be no additional compensation.

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## 7. RFQ INSTRUCTIONS

### RFQ Submission and Format

Please submit three (3) copies of your response in the same package clearly marked on the outside "Response to RFQ for Field Compliance Services" addressed to:

Dr. Ben Mokry, Executive VP and Chief Strategy Officer  
Department of Research and Development  
Mississippi Home Corporation  
735 Riverside Drive

Jackson, MS 39202

A copy of the entire response must also be provided as an electronic version. Emails will be accepted for the electronic versions.

The Board desires to minimize submission of superfluous RFQ material. Interested firms are instructed to organize their responses according to the following format:

The narrative answer should be preceded by the question or request for information, limited to one side of a single 8½" X 11" typed page. Supplemental information or background material, if any, must be restricted to Appendices following the responses.

Do not answer more than one (1) information request per page.

Number consecutively and identify the respondent on each page.

At a minimum, tab responses by RFQ question categories.

**8. QUESTIONS TO BE COMPLETED BY RESPONDENTS TO THIS RFQ**

**8.1 Organizational and Personnel Background**

8.1.1 Provide an overview of your firm, emphasizing its qualifications and major strengths and achievements that would serve the Corporation. Why do you believe you should be selected to provide field compliance services for the Corporation's Blight Elimination Program?

8.1.2 Provide the names, Mississippi office location, and brief resume of the professionals who will be assigned to the Corporation account. Include their level of responsibility. Please designate the approximate percentage of work for which each team member will be responsible.

**8.2 Experience**

8.2.1 Describe your firm's experience using field compliance techniques for similar activities. Cite specific examples and provide metrics if applicable to show the effectiveness of services.

- 8.2.2 Describe your firm's ability to ensure that grantee properly removes and disposes of all concrete, wood, brick, and metal materials related to housing and appurtenant structures including but not limited to slabs, foundations, porches, attached decks, chimneys, debris, attached canopies, ramps, steps, basements, footers, piers, pilings, wiring, plumbing, fixtures, sprinklers, utility buildings, screened enclosures, workshops, sheds, gates, fencing, and/or masonry walls.
- 8.2.3 Describe your firm's ability to ensure that after demolition and removal of debris, the grantee's greening maintenance period is enforced.
- 8.2.4 Describe your firm's ability to ensure that contractors selected for demolition by grantees have experience, insurance, bond(s), and capacity to complete work within timeframe.
- 8.2.5 Describe your firm's ability to convey to grantees to restore any pavement adversely impacted by construction such as sidewalks and gutters, provide pollution prevention items such as dampening soil prior to demolition and covers on trucks during transit to disposal facilities, limit congestion to traffic and right-of-ways, and sod restoration to adjacent properties if necessary.
- 8.2.6 Describe how your firm will estimate the duration of each grantee's project and monitor progress to ensure timeframes are met.

### **8.3 Miscellaneous Discussion Questions**

- 8.3.1 Discuss any other ideas you may have, not addressed above, on how your firm can execute the services requested by MHC in this RFQ.
- 8.3.2 Describe any special qualifications your firm's Mississippi office has that could assist MHC in their efforts to serve low to moderate income individuals and families in Mississippi.

### **8.4 Disclosure**

Describe any litigation, arbitration, and/or other actions pending against your firm arising from its involvement in providing services to entities related to use of grant funds from the U.S. Treasury or U.S. Department of Housing and Urban Development. Please indicate your willingness to disclose

additional information or any litigation pending against your firm should the Corporation request it.

The firm selected must have no financial interest in development and implementation of MHC programs other than in his/her capacity of providing data metric services to MHC.

#### **8.5 Affirmative Action**

State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

#### **8.6 Cost**

Selection of Contractor will be based on qualifications and ability to perform the identified services set out in this RFQ. While cost will not be considered in ranking respondents, MHC desires to understand what the cost will be based on respondents' usual time and costs for similar activity. Use a format you think most appropriate to provide the following information:

8.6.1 Method by which your firm would calculate expenses and bill for services.

8.6.2 Total cost for providing the services.

### **9. RFQ TERMS AND CONDITIONS**

The Corporation will make its selection based upon its perception of the need for Field Compliance services, the demonstrated competence, experience, knowledge and qualifications. By this RFQ however, the Corporation has not committed itself to employ a Field Compliance contractor for any or all of the above described matters, nor does the suggested scope of services or term of agreement require that a Field Compliance contractor be employed for any of those purposes. MHC reserves the right to make those decisions after receipt of responses, and the Corporation's decision on these matters is final.

### **10. Board and Staff Communications**

Under no circumstances may any members of the Board or Staff (except for staff members named herein) be contacted during this RFQ process by any Field Compliance firm intending to submit a response to this RFQ. Failure to comply with this request may result in disqualification.

### **11. Timetable**

The deadline for submissions in response to this Request for Qualifications is Wednesday, February 15, 2017 by 5:00 p.m. Telephone or fax responses will not be accepted.

**12. Release of Information**

Information submitted in response to this RFQ will not be released by the Corporation during the proposal evaluation process or prior to a contract award.

**13. Proprietary Information**

If a Respondent does not desire certain proprietary information in their response disclosed, the Respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the Respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

**14. Terms of Contract**

The contract will be offered for a term of twelve (12) months with an optional twelve (12) month renewal. The contract is cancelable by either party with thirty (30) days' notice.

**15. Further Information**

To obtain information about the Corporation or this RFQ, please feel free to contact Dr. Ben Mokry, Executive Vice President of Research and Development, at (601) 718-4611, [ben.mokry@mshc.com](mailto:ben.mokry@mshc.com).

**16. Oral Presentation**

Your firm may be selected to give an oral presentation to the Selection Committee at a later date. Notification will be made to you after responses have been reviewed and evaluated.

**17. The Corporation Reserves the Right to:**

**17.1** Request an oral interview with, and additional information from firms prior to final selection of a Field Compliance contractor;

**17.2** Consider information about a firm in addition to the information submitted in the response or interview, and; Reject any and all responses and waive any irregularities.



**17.3** Negotiate all elements that comprise the information of the Respondent(s), including Cost, to ensure that the best possible considerations are afforded to all concerned, and to waive any irregularities. The Corporation reserves the right to reject any and all responses to the RFQ.

**17.4** Select a Respondent(s) for specific Purposes or for any combination of specific purposes, and to defer the selection of any Respondent(s) to a time of the Corporation's choosing. The Respondent must have a full service office located within the State of Mississippi.

**17.5** Make its decision after receipt of responses and the Corporation's decision on these matters is final.

## **18. RFQ REVIEW**

At a meeting of the Selection Committee, scheduled after such review, certain of the firms that have responded may be asked to make oral presentations. If so, those firms will be given not less than three (3) business days' notice, along with the date, time and place for the oral presentation.

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## **19. SELECTION CRITERIA**

The Corporation will evaluate only those firms meeting the qualifications. Among other things, the evaluation of statements of qualifications will be based on the following criteria:

**19.1** Each question and question part is thoroughly answered;

**19.2** Respondent has demonstrated that staff to be assigned to the work have the experience and knowledge to be effective based on having performed similar work;

**19.3** Respondent's plan for managing the work, providing work products to MHC, receiving direction from MHC, and communicating with MHC is clear and feasible;

**19.4** Respondent adheres to the Corporation guidelines in this RFQ; and,

**19.5** The firm's commitment to Mississippi.

**PROPOSALS RECEIVED AFTER  
February 15, 2017  
5:00 P.M.  
WILL NOT BE CONSIDERED**