

Quote Request

Manchester Multifamily Home Inspections

Quotes due February 20 @ 11:00 AM

**Fax to Brandon Havranek at (412) 456-5007 or email to
Brandon.Havranek@HACP.org**

Scope of Work

Allies & Ross Management and Development Corporation (“ARMDC”) seeks to engage a home inspection firm to be responsible for inspecting, assessing, and preparing reports for thirty-eight (38) rental units located in eight (8) multifamily properties in the Manchester neighborhood of the City of Pittsburgh’s 21st Ward.

The scope of services is specifically described below:

The selected firm will be responsible for the Professional Home Inspection Services for thirty-eight (38) rental units ranging in size from one to four bedrooms, which are scattered throughout eight (8) multifamily buildings in the neighborhood. Please see **Attachment A** for a complete list of properties. The selected firm must examine the interior and exterior conditions of each unit, as all building systems are replaced and repaired at varying times and; therefore, are in different conditions.

The report should identify all building deficiencies for each unit, identify necessary improvements and provide recommendations for correcting such deficiencies, and assign the costs associated with the needed repairs to bring each unit up to meet or exceed HUD Quality Standards and local building code.

- The selected firm’s inspection of the condition of the units is to include but is not limited to: the roof/roof decking, windows, plumbing, walls, floors, ceilings, paint, electricity, insulation, water damage, mechanical systems (including HVAC), water heaters, sewer connection, drainage, foundation, doors, hardware, cabinetry and countertops, appliances, ventilation, exterior surfaces, and health and safety including potential hazards.
- The home inspector must prepare reports to inform ARMDC’s rehabilitation plan for each unit. The reports should outline the existing conditions of each unit and delineate the aspects of the property that could affect the health and safety of the residents. In addition to identifying the current or potential property issues, the inspector must identify the necessary improvements and make recommendations as to how to correct the identified hazards, code violations, or emergency conditions, if any, in order to determine the extent of work necessary.
- Selected firms must prepare write-ups that include an itemized description of the work and cost estimates for each unit, accounting for all labor and materials, associated with completing the necessary and recommended rehabilitation work.
- Each home inspection must be conducted in accordance with the standards set forth by a professional home inspection association such as the American Society of Home Inspectors or the National

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Association of Home Inspectors and other required standards in accordance with the local building code, state laws and ordinances, and federal regulations.

- The reports must be acceptable to United States Department of Housing and Urban Development (“HUD”).
- The home inspection service will be performed and reports must be provided to ARMDC within 4 weeks from the written Notice to Proceed.
- Qualified inspectors must be Certified in the State of Pennsylvania and have experience with inspections of residential, non-residential, and commercial/industrial real estate properties.
- Sample report(s) must be included in the submission.

Please contact Brandon Havranek at 412.456.5000 Ext. 8546 or Brandon.Havranek@HACP.org with any questions about the above scope.

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ATTACHMENT A

Manchester 86 Hope VI Units Rehabilitation - Multifamily Property List

	Address	Housing Type	Year Built	Acreage	Sq. Ft	Bedroom Size
1	1100 Sheffield St	Multifamily (15 units)	1872	0.36	8,280	15 all 1 bed
2	1111 Sheffield St	Multifamily (3 units)	1900	0.083	3,348	2
3	1130 Sheffield St	Multifamily (3 units)	1965	0.076	2,760	3,3,2
4	1132 Sheffield St	Multifamily (3 units)	1965	0.076	2,760	3,3,2
5	1134 Sheffield St	Multifamily (2 units)	1965	0.076	2,760	4,4
6	1315 Liverpool St	Multifamily (8 units)	1900	0.202	8,700	8 all 1 bed
7	1529 Sedgwick St	Multifamily (2 units)	1874	0.057	1,392	2,1
8	1208 Liverpool St	Multifamily (2 units)	1915	0.046	1,560	3,2

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Quotes due 2/20/2019 @ 11:00 a.m.

Cost per Building	# of Buildings	Total
\$	8	\$

Total Cost: \$ _____
(in words)

Contract award will be based on lowest responsive and responsible bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____