



Neighborhood House Association

CHAIRPERSON
W. Harold Tuck

PRESIDENT & CEO
Rudolph A. Johnson III

REQUEST FOR PROPOSALS

to provide

Residential Real Estate Inspection Services

Request # 2010-006

Issue Date: June 1, 2010

Response Due Date: June 25, 2010

Licensing Relations Manager: Rodney Carey 858.715.2642 ext.192

Request

Neighborhood House Association (NHA) is Requesting Proposals for Residential Real Estate Inspection Services, for single family properties, located throughout San Diego County, from qualified businesses or individuals ("Respondents") who are interested in providing such services. Respondents must demonstrate the ability to perform the work described in the Scope of Work set forth in this Request and have significant experience in successfully performing comparable work.

NHA is not required to engage in a public bidding process to solicit proposals, quotes, information or statements of qualification. This process is not subject to protest or appeal.

This Request is not an offer or commitment to purchase any goods or services or to award or enter into a contract.

Information on NHA

Neighborhood House Association is a California nonprofit public benefit corporation and recognized as a 501(c)(3) tax-exempt organization. NHA operates a multi-purpose human service agency that facilitates leadership in communities and assists individuals and families throughout San Diego County. NHA provides services that are designed to improve the quality of life through programs relating to child development, assisting seniors to live on their own, helping people find jobs, mental health services, housing and rental assistance, and related social services. Established in 1914 as a settlement House to serve the growing immigrant population and incorporated in 1923, NHA programs currently include:

• Head Start	• The Connection (Teen Pregnancy Prevention)
• Housing Counseling	• Project Enable (Mental Health Services)
• HIV/AIDS Services	• Senior Services Center
• Adult Day Health Care	

NHA has a corporate policy on equal opportunity contracting. Small, local, disadvantaged, women-owned, and ethnic minority-owned businesses are encouraged to submit responses to this Request.

Scope of Work for this Request

NHA desires to increase housing opportunities, for first time home buyers, through rehabilitating and reselling single family properties. NHA is seeking to engage the services of multiple firms to provide residential Real Estate Inspection Services on properties that NHA is looking to acquire.

The Services must be performed in accordance with the specifications, terms and conditions of a written contract.

The projected start date for work on this project is July 1, 2010

Response Requirements and Content

Prior to submitting a response, the Respondent must carefully review this Request and any addenda subsequently issued. The Respondent is responsible for seeking any clarification or information needed to respond. The Respondent is solely responsible for any deficiencies in the response submitted.

The Respondent is solely responsible for all costs, direct or indirect, incurred responding to this Request. NHA will incur no obligation or liability in connection with the submittal of a response.

A responsive submittal must include the following:

- A completed and signed NHA Request Response Submittal Cover Sheet
- A brief description of the firm or business entity, including firm history, number of employees, organization structure, ownership structure and expertise, and resumes for principals or employees who would perform the Services in this Request, **or** in the case of an individual Respondent, a detailed personal resume or curriculum vitae
- A list of current and former clients to whom the Respondent has provided services similar or comparable to those described in this Request, and contact information (name and telephone or email address) for at least three (3) clients from whom NHA may obtain references, and clearly identify any business relationship that the Respondent believes may give rise to a conflict of interest if selected to provide the Services in this Request
- A detailed listing and description of experience and other information that demonstrates the Respondent's expertise and capacity to provide the Services specified in this Request
- Information demonstrating the Respondent's commitment to equal opportunity, such as efforts related to workforce diversity or contracting
- Schedule of fees
- W-9 Form
- Sample inspection report to include:

Structural Components including foundation, floors, walls, columns, ceilings, and roofs.

Exterior of Structure including walls, entryway doors, decks, steps, eaves, driveways, windows, patios, pool/spas, lawns, landscape, retaining walls, sheds/outbuildings, and fences.

Roofing including roof coverings, roof drainage systems, flashing, skylights, and chimneys.

Plumbing including interior water supply and distribution system, interior waste drains and vent system, and hot water system.

