

## REQUEST FOR PROPOSAL (RFP)

BG & ASSOCIATES LLC IS LOOKING FOR ASSESSORS TO WORK WITH IN ADMINISTRATING CDBG FUNDS

BG & Associates LLC is soliciting proposals from qualified assessors. We ask that proposals be submitted to owner **Kaytlin Gabrielson PO Box 10 Bear Creek WI 54922** or by email **kgabrielson1@gmail.com** Proposals must be submitted no later than **12:00 P.M. on July 19 2024**

BG & Associates will evaluate the proposals and will select one to provide services for the CDBG Housing Program, statewide. Pay is as follows:

- Initial \$325-375.00
- Interim \$200.00 (up to 2x)
- Final \$325-375.00
- Lead Clearance \$100.00

The complete bid documentation is comprised of:

- 1) Bid proposal form
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.
- 3) Resume(s) and letters of recommendation

The bidders will be notified of results in writing when procurement requirements are met, and all approvals are received from Cassandra Dobson with the State of Wisconsin DOA (if applicable).

### Scope of Work

The assessor or is expected to conduct the following activities in support of this project:

- 1) Conduct home assessments of owner-occupied and rental housing to determine the need for repairs and modifications and related specifications.
- 2) Conduct home inspections to determine the scope of lead-based paint surfaces that will impact the planned rehabilitation of the premises.
- 3) Conduct Interim assessments on the completion of the work (partial).
- 4) Conduct Final assessments on the completion of the project.
- 5) Conduct lead clearance at the completion of applicable project.
- 6) Make and receive phone calls and emails with homeowners/contractors/ BG & Associates staff.
- 7) Follow all requirements of both the Federal Fair Housing Act and the Fair Housing Ordinance of the homeowner's resident county.
- 8) Indemnify and hold BG & Associates harmless if it is determined that the assessor has failed to comply with applicable laws and regulations.
- 9) Maintain insurance and insurance limits as set forth by BG & Associates.
- 10) Report on activities, which is to include project billing.

BG & Associates reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Experience with the CDBG Program.
- 2) Level of service to be provided.
- 3) Level of experience in the field
- 4) References.
- 5) Project and Administrative Costs.

## **Bid Proposal Form for Assessor**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Summary of capabilities:**

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**Experience:**

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**Certifications and Licenses:**

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**References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please circle "Y" for Yes or "N" for No to the following questions.*

Do you carry liability insurance? Y / N

Do you carry errors/omissions? Y / N

Do you have knowledge of Lead and asbestos? Y / N

Willing to travel statewide? Y / N

Please attach a copy of your resume to this form and return it to BG & Associates **NO** later than 12:00pm Friday July 19, 2024.

BG & Associates  
PO Box 10  
Bear Creek, WI 54922  
[Kgabrielson1@gmail.com](mailto:Kgabrielson1@gmail.com)  
Fax: 715-752-4595

Please Contact Kaytlin Gabrielson at 715-752-4620 if you have any questions.