

## 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 October 18, 2023.**

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 in writing about the bid results by Thursday October 19, 2023.

### 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:  
\_\_\_\_\_  
\_\_\_\_\_

Experience:  
\_\_\_\_\_  
\_\_\_\_\_

Certifications and Licenses:  
\_\_\_\_\_  
\_\_\_\_\_

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  
Wednesday October 18, 2023.

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.