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## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401  
(802) 865-7144 • (802) 865-7024 (FAX)  
[www.burlingtonvt.gov/cedo](http://www.burlingtonvt.gov/cedo)

### **1.0 BACKGROUND**

For more than 20 years, The Community & Economic Development Office (CEDO) has been a funder of last resort for low-income people who are vulnerable to losing their housing through deterioration or access modifications which they cannot afford. CEDO's current Housing Initiative Programs include emergency and small rehab loans and access modification grants. Funding for these programs comes from the U.S. Department of Housing and Urban Development, typically using Community Development Block Grant funding.

CEDO is issuing this Request for Qualifications with the intent of selecting a qualified consultant or consultants to provide the City of Burlington with rehabilitation project cost estimates and related services on an "on-call" basis for a period of five (5) years. The successful consultant/team must be familiar with federal, state, and local laws, regulations, standards and guidance. The consultants must possess a demonstrated ability to provide accurate price estimates for rehabilitation projects.

### **2.0 SCOPE OF SERVICES**

#### **Third Party Cost Estimates**

The consultant/consultant team will be required to provide third-party cost estimates for proposed rehabilitation projects, including, but not limited to, emergency repair and accessibility modification. CEDO uses these third-party cost estimates to determine whether the estimates that the property owner receives from contractors are "cost reasonable" based on the scope of work of the project. In order for a project to meet the "cost reasonableness" test, the actual or projected cost should typically be within 15% above or below the independent cost estimate.

### **3.0 STATEMENT OF QUALIFICATIONS**

All prospective consultants or consultant teams are required to prepare a Statement of Qualifications (SOQ). Consultants are advised to review all relevant federal and state regulations before submitting a Statement of Qualifications.

In order to be considered responsive to this RFQ, each SOQ must conform to the following requirements. The consultant shall:

- Submit a letter of interest and contact person
- List experience in providing similar consulting services
- Submit a rate schedule outlining the cost of services
- Provide a turnaround time from initial contact to delivered estimate

- Include a list of references that we can contact
- **Submissions must be received by 4:00 pm, December 1, 2017 at:**

CEDO  
ATTN: Will Clavelle  
Room 32- City Hall  
149 Church Street  
Burlington VT 05401

**Proposals received after this deadline will not be accepted.**

Questions regarding this RFQ should be submitted in writing by email to Will Clavelle, Program and Project Specialist (wclavelle@burlingtonvt.gov). CEDO will provide a list of all questions and answers to RFQ holders.

**Questions must be submitted in writing by noon on November 17, 2017** to ensure all parties have adequate time to review the answers.

CEDO/CITY assumes no responsibility and no liability for costs incurred by prospective consultants for the preparation and submission of the SOQ or any other costs prior to issuance of a contract. All materials submitted as part of an SOQ become the property of CEDO. If selected as an “on-call” consultant, CEDO will need proof of the consultant’s insurance coverage.



EQUAL HOUSING OPPORTUNITY