

**REQUEST FOR QUOTATIONS
FOR
HOUSING REHABILITATION SPECIALIST**
for Community Development Block Grant (CDBG)
and HOME Program Funded Activities
2026-2031

MIFFLIN COUNTY
LEWISTOWN
MIFFLIN COUNTY, PENNSYLVANIA



Quotations Solicited by:

Mifflin County Planning Department
20 North Wayne Street
Lewistown, PA 17044

REQUEST FOR QUOTATIONS (RFQ)

Public Advertisement Dates: _____

The Mifflin County Planning and Development Department, on behalf of the Mifflin County Commissioners, requests quotations for the position of **Housing Rehabilitation Specialist**. This professional service includes all responsibilities for residential housing rehabilitation projects from initial to final inspection for activities funded with the County's HOME Program and annual PA Department of Community and Economic Development (DCED) Community Development Block Grant (CDBG) Program allocations from June 2026 through June 2031. Other funding sources may be sought for selected projects.

The following narrative outlines the major responsibilities of the Housing Rehabilitation Specialist. The scope of services included herewith may exclude some minor responsibilities that are not currently identifiable. Along with submission of the Mifflin County Housing Rehabilitation Specialist Estimate Form, the submitter must include a list of subconsultants, if applicable, for approval from Mifflin County. SEDA Council of Governments (SEDA-COG) is assisting Mifflin County with this RFQ process.

Complete quotation details, including the required quotation format, may be obtained by contacting:

Carol Kearney High, Program Analyst
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
ckhigh@seda-cog.org
(570) 524-4491

Quotation details are also available online at <https://seda-cog.org/request-for-proposals/>

Quotations will be accepted until 1:00 PM prevailing time, June 1, 2026, at which time they will be publicly opened at the Mifflin County Courthouse, Meeting Room B, 20 North Wayne Street, Lewistown, PA 17044. Quotations shall be communicated using the required forms, sealed and clearly marked on the outside, "Mifflin County Housing Rehabilitation Specialist Quotations," and submitted to:

Madison Price, Grants Liaison
Mifflin County Planning and Development Department
Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044



Quotations that are faxed or e-mailed cannot be accepted.

PROJECT DESCRIPTION

Mifflin County proposes to use federal CDBG Program funds and HOME Program funds to undertake residential housing rehabilitation projects (“projects”) from June 2026 through June 2031. Other funding sources may be sought for selected projects. The county hereby requests quotations for the position of Housing Rehabilitation Specialist to manage these projects.

Mifflin County intends to use CDBG funds to benefit low-to-moderate income persons for these projects. The PA HOME Program provides municipalities with grant and loan assistance to expand and preserve the supply of decent and affordable housing for low- and very low-income Pennsylvanians.

Residents of Mifflin County who seek assistance through the federally funded CDBG Program or HOME Program must meet specific income eligibility criteria based on U.S. Department of Housing and Urban Development (HUD) Housing Choice Voucher Program income limits.

Housing rehabilitation applicants must prove home ownership and primary residence, supported by a deed and up-to-date documentation of taxes and, if applicable, mortgage payments. These documents help to ensure the property is not at risk of tax sale, condemnation, or foreclosure. Mifflin County and SEDA-COG will facilitate verification of various applicant qualification criteria and provide notice to proceed to the Housing Rehabilitation Specialist for individual property assignments.

Potential deficiencies that may be corrected through these projects include, but are not limited to, electrical, water, and sewer system upgrades, furnace or other heating, ventilation, and air conditioning (HVAC) upgrades, and roof repair or replacement. Lead-based paint hazards, radon, and asbestos, as identified in a risk assessment, shall be abated. No projects shall occur in a floodway. Specific activities at each property shall be limited to the needs of the household by focusing on code compliance.

All final construction/rehabilitation plans and specifications must be submitted by the Housing Rehabilitation Specialist to Mifflin County and SEDA-COG for approval. All work shall be completed in accordance with the most current PA DCED *Housing Rehabilitation Guidebook*, Mifflin County *Contractors Handbook* (See Appendix A) and Mifflin County *Homeowner Handbook* (See Appendix B). Prevailing wages shall be used on all projects estimated to cost more than \$25,000.00. All projects shall benefit household residents who have been income-qualified by Mifflin County.

Assistance from the Housing Rehabilitation Specialist is necessary for the property owner, Mifflin County, and SEDA-COG to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, meetings shall be conducted during the pre-bidding, pre-construction, and construction phases of individual projects at the mutual convenience of the parties, and costs shall be included within the various line items which are tabulated into the “total lump sum” included on the Mifflin County Housing Rehabilitation Specialist Estimate Form. However, the property owner may request, and the Housing Rehabilitation Specialist may suggest

additional meetings. Any cost associated with additional meetings shall be included as a cost in addition to the total lump sum.

Phase 1 – PROPERTY EVALUATION/INSPECTION

1. Review Project Scope, Schedule, and Budget

During an initial in-person project meeting with Mifflin County and SEDA-COG staff, the Housing Rehabilitation Specialist shall receive information about the location of the property, the budget – including the specific requirements and regulations involved with the project funding – the progress timeline, the property owner(s), and the required informational materials to be shared with the property owner(s), including the most recent edition of the US Environmental Protection Agency (EPA) pamphlet *Protect Your Family from Lead in Your Home*.

2. On-Site Meeting & Evaluation

The Housing Rehabilitation Specialist shall contact the property owner(s) to schedule a meeting and an on-site property tour. During the tour, the Housing Rehabilitation Specialist shall take photos of existing property conditions and shall take notes concerning asbestos, radon, the electrical system, and lead paint to be conveyed to the relevant third-party professional service providers procured by Mifflin County. An up-to-date list of these professional service providers will be available to the Housing Rehabilitation Specialist.

3. On-Site Inspection(s)

The Housing Rehabilitation Specialist shall conduct a property inspection to identify any deficiencies and necessary corrections using the most recently available PA DCED *Housing Rehabilitation Guidebook*, Mifflin County *Contractor Handbook* (See Appendix A) and Mifflin County *Homeowner Handbook* (See Appendix B) and relevant municipal building and property maintenance codes. A non-exhaustive list of hazards to be reviewed by the Housing Rehabilitation Specialist includes the following: wood-destroying insects, septic, well/water quality, mold/air quality, and mine subsidence. All systems within the property shall be evaluated to determine if repairs or replacements are needed. All results shall be provided to Mifflin County and SEDA-COG.

The following codes and standards shall be evaluated as conditions warrant:

- Current Uniform Physical Condition Standards (UPCS), defined and published by HUD (24 CFR 5.701), which include general guidelines with regulations to assess the physical condition of public housing units and housing units which are insured by or assisted under various programs of HUD
- Manufactured Home Construction and Safety Standards (MHCSS), defined and published by HUD (24 CFR 3280), which regulate all aspects of manufactured home construction, including design, durability, fire resistance, and energy efficiency
- Life Safety Code (LSC), developed by the National Fire Protection Association (NFPA), a document that outlines minimum requirements for the design, construction, and occupancy of buildings to ensure safety from fire and related hazards

The Housing Rehabilitation Specialist shall contact the property owner(s) to schedule third-party inspection testing appointments with the specific professional service providers for asbestos, radon, the electrical system, and lead paint who have been procured by Mifflin County. All results shall be provided to Mifflin County and SEDA-COG.

Phase 2 – DEVELOPMENT OF PROJECT WORK PLAN

1. Review Property Condition Report and Project Scope

During an in-person project meeting with Mifflin County and SEDA-COG staff, the Housing Rehabilitation Specialist shall present a complete draft “Housing Rehabilitation Project Work Plan” (“work plan”) for review.

2. Project Work Plan Requirements

The work plan shall include the following:

- property condition report, including “before” photos of the areas to be rehabilitated
- housing rehabilitation project scope
- housing rehabilitation project budget (Note: Construction cost control shall be considered by the Housing Rehabilitation Specialist)
- detailed descriptions of the labor, materials, equipment, fixtures, and furnishings necessary for the completion of the project, including methods of application and standards for materials (Note: All materials used for housing rehabilitation must be of a minimum mid-grade quality)
- list of required permits, which party is responsible for obtaining them (e.g., property owner or contractor)
- project development and construction schedule indicating key milestones and dates of completion

NOTE: Survey work required for easements/rights-of-way is not a part of the Mifflin County Housing Rehabilitation Specialist quotation. Federal environmental reviews, State Historic Preservation Office (SHPO) reviews, and archaeological reviews are not a part of this quotation. If the home is determined to be 50 or more years old, changes in materials, including roofing, gutters, windows, etc., require consultation with the HUD/DCED Historic Preservation Specialist. Mifflin County has contracted with SEDA-COG to facilitate compliance with said state and federal requirements. SEDA-COG will notify the Housing Rehabilitation Specialist of environmental review considerations necessary for inclusion in the work plan.

Phase 3 – PRE-CONSTRUCTION EFFORTS

1. Preparation of Construction Bid Package

The Housing Rehabilitation Specialist shall prepare all construction contract documents, construction specifications and agreements, compliance forms, etc., insofar as federal funding

shall be used in the project, forms and procedures meeting the requirements of the PA DCED's *Housing Rehabilitation Guidebook* shall be used in the contracting documents. SEDA-COG will finalize the development of model bidding documents including contract documents, agreements, compliance forms, etc., for use by the Housing Rehabilitation Specialist.

MBE (Minority Business Enterprise) and WBE (Women Business Enterprise) are certifications for U.S. small businesses. It is the public policy of Mifflin County to promote the opportunity for full participation by MBE and/or WBE in all projects that are assisted with federal funds from HUD which are administered by the PA DCED. Mifflin County has established a Minimum Participation Level (MPL) of five percent (5%) for MBE and three percent (3%) for WBE participation on projects that include CDBG, ESG, and/or HOME funding.

"Section 3" is a provision of the HUD Act of 1968 and is found at 12 U.S. Code (U.S.C.) 1701u. The regulations are found at 24 Code of Federal Regulations (CFR) Part 75. The Section 3 program requires recipients of HUD funding, such as CDBG and HOME, to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these individuals within their community. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 applies to construction contracts but does not apply to professional services. However, professional service providers are encouraged to follow Mifflin County's *Section 3 Action Plan*.

2. Advertisement for Bids

After the bid package has been reviewed and approved by Mifflin County and SEDA-COG, the Housing Rehabilitation Specialist shall mail a bid notification to local residential construction contractors informing them of a project opportunity. This notice shall include the property location and date/time of a construction contractor pre-bid walk-through.

The Housing Rehabilitation Specialist shall be responsible for coordinating the construction bidding process, including printing, and distributing up to ten (10) sets of bid documents, soliciting a minimum of three bids per property, and managing any required deposits or payments. Costs for this portion of the work shall be borne by the Housing Rehabilitation Specialist.

The Housing Rehabilitation Specialist shall conduct a walk-through at each home for which bids are solicited. The walk-through shall be conducted after the specifications have been distributed, but before the bids are received and opened. The purpose of the walk-through is to ensure that all parties understand the work to be done and to answer any questions or concerns.

3. Evaluation of Construction Bids

Within five (5) working days of the public bid opening, the Housing Rehabilitation Specialist shall review and evaluate the bids on a per-unit basis and provide Mifflin County and SEDA-COG with a written recommendation including a bid tabulation.

SEDA-COG will evaluate the federal labor standards compliance requirements of the bids. If the Housing Rehabilitation Specialist or SEDA-COG recommendation is for any bid other than the

lowest, coordination shall occur to document justification for said recommendation. The Housing Rehabilitation Specialist shall take necessary steps for the owner to review and make the final decision regarding contract award. The Housing Rehabilitation Specialist shall conduct dated, time-stamped state and federal debarment checks for contractors before the Notice of Award (NOA) is announced.

Federal labor standards and Pennsylvania prevailing wage are applicable to individual projects and shall be monitored by SEDA-COG. Construction contractors must be registered with the Pennsylvania Office of the Attorney General, which shall be verified by the Housing Rehabilitation Specialist. Bid, performance, and payment bonds are not required from construction contractors.

Prior to issuance of the Notice to Proceed (NTP), the Housing Rehabilitation Specialist shall conduct a pre-construction meeting with the property owner, SEDA-COG, contractor, and Mifflin County to address the extent of the work to be performed, the project schedule, special conditions, and any specific concerns or questions any of the parties might have.

Phase 4 – CONSTRUCTION MANAGEMENT

1. NTP and Construction Supervision

The Housing Rehabilitation Specialist shall check and approve samples, schedules, materials and equipment, and other data which contractors are required to submit to ensure conformity with contract document requirements.

The Housing Rehabilitation Specialist is expected to visit the project site during construction, at 25%, 50%, 75% and 100% completion to conduct inspections and take photos of the work in progress.

At 100% completion, the Housing Rehabilitation Specialist will coordinate final inspections for any necessary third-party final inspections and will provide Mifflin County and SEDA-COG with these final inspection reports. The Housing Rehabilitation Specialist will then coordinate a final inspection with the homeowner and contractor on site. Upon completion of the final inspection and once photos have been taken, the Housing Rehabilitation Specialist will coordinate the homeowner's and contractor's sign-off for all necessary documents.

This information must be included with Housing Rehabilitation Specialist invoices for payment. These services to be provided by the Housing Rehabilitation Specialist do not infer resident inspection services.

During construction, the Housing Rehabilitation Specialist shall visit the site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the parties informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents.

The Housing Rehabilitation Specialist, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts.

The Housing Rehabilitation Specialist shall serve as the Mifflin County representative at the project site, issuing all instructions to the contractor and reviewing any change orders. Cost control must be a consideration of all change order reviews.

It may be necessary to implement a stop-work order during construction because of improper work or work quality, an obvious need for significant change orders, or other unforeseen problems. The Housing Rehabilitation Specialist shall have the authority to issue a stop-work order to any contractor.

In the event of any complaints or disputes that may arise before, during, or after construction between the construction contractor and property owner, the Housing Rehabilitation Specialist shall attempt to resolve the complaint or dispute. In the event of unresolved disputes, the Housing Rehabilitation Specialist shall respond to designated legal representatives, if necessary.

The Housing Rehabilitation Specialist shall issue written inspection reports and obtain post-inspection photos of completed work. Comprehensive design, inspection of work and compliance with specifications is of the utmost importance to successful and timely project completion.

Where participating state and/or federal agencies require reports relating to construction, the Housing Rehabilitation Specialist shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

2. Invoicing for Payment of Services

The Housing Rehabilitation Specialist shall be required to enter into a written Professional Services Agreement (PSA) with Mifflin County and appropriate municipalities, which shall incorporate the information contained in this request for quotations.

The Housing Rehabilitation Specialist shall agree to a per-unit "Lump Sum Fee," which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this quotation. Payment will be made to the Housing Rehabilitation Specialist on a monthly basis.

Invoices from the Housing Rehabilitation Specialist shall be provided including a summary of the work completed, setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment will be expressly contingent upon receipt of funds from the PA DCED.

QUOTATION SUBMISSION AND EVALUATION

Three (3) copies of the Mifflin County Housing Rehabilitation Specialist Quotation must be submitted to:

Madison Price, Grants Liaison
Mifflin County Planning and Development Department
Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044

Quotations must be received no later than 1:00 PM prevailing time, May 11, 2026. Quotations that are faxed or e-mailed cannot be accepted.

Quotations will be reviewed and evaluated by Mifflin County. The evaluation will include the following areas in order of relative importance:

- Membership in a National Home Inspection Association.
- Adequacy of quotation in terms of addressing the needs that are set forth in the Request for Quotations.
- Relevant experience and past performance.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Professional service provider's commitment to the obligations of Mifflin County's MBE/WBE Action Plan.

Note: Cost is one of several criteria to be considered in evaluating quotations. Accordingly, quotation cost summaries will not be published. Submitters are, however, invited to attend the public opening.

REQUIRED INFORMATION

Each submitter shall provide all information required. Further, no quotation will be considered unless the attached Mifflin County Housing Rehabilitation Specialist Estimate Form is completed in its entirety. Submitters are encouraged to provide any professional credentials relevant to experience and performance capabilities.

Each submitter shall provide a minimum of two references where housing inspection services and project management similar in design and scope have been performed during the past three years. If the submitter is a MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firm's status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, submitters must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no

solicitation was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then MBE/WBE outreach is not required.

Professional Liability Insurance is required. Please indicate the level of coverage provided.

Mifflin County reserves the right to accept or reject any and all quotations or to waive any irregularities.

Mifflin County Housing Rehabilitation Specialist Estimate Form

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

REPRESENTATIVE E-MAIL: _____

Work Phase	Amount
I. PROPERTY EVALUATION/INSPECTION:	_____
II. PROJECT WORK PLAN:	_____
III. PRE-CONSTRUCTION EFFORTS:	_____
IV. CONSTRUCTION MANAGEMENT:	_____
Lump sum cost for additional meetings if requested by a property owner:	_____

I, _____, am an authorized representative of the above-indicated firm, have reviewed and understand Mifflin County's Request for Quotations, and I/we am/are prepared to provide the required services for the above costs.

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

ATTACH COMPLETED MBE/WBE CERTIFICATION

MINORITY AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PROCUREMENT CERTIFICATION

The efforts of each company are subject to review to determine whether discrimination occurred during selection/procurement of manufacturers, subcontractors, and suppliers. If a company has met the goals for MBE/WBE participation, that company shall be presumed not to have discriminated against disadvantaged businesses during their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the firm:

1. The limited number or no commitment to MBE/WBE was not motivated by consideration of race or gender.
2. MBE/WBE were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBE/WBE.

By signing below, I certify that the above statements are true and accurate.

Company Name

RESOURCES

DCED Housing Rehabilitation Guidebook (July 2025) is located at the link below:

https://dced.pa.gov/download/housing-rehabilitation-guidebook/?ind=1761058571305&filename=HousingRehabilitation_Guidebook_2025.pdf&wpdmdl=87103&refresh=69272692a3e3e1764173458

HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (2012 Edition) is located at the link below:

<https://www.hud.gov/contactus/lead-based-paint-guidelines>

Life Safety Code (LSC), developed by the National Fire Protection Association (NFPA)

<https://www.nfpa.org/for-professionals/codes-and-standards/list-of-codes-and-standards/free-access>

Pennsylvania's Uniform Construction Code (UCC)

<https://www.pa.gov/agencies/dli/programs-services/labor-management-relations/bureau-of-occupational-and-industrial-safety/uniform-construction-code-home>

EPA's **Protect Your Family from Lead in Your Home** (January 2026) is located at the link below:

<https://www.epa.gov/lead/protect-your-family-lead-your-home-english>

Appendix A

Contractor Handbook: A Guide to Participating in the Mifflin County Housing Rehabilitation Program (May 2025)

Appendix B

Homeowner Handbook: A Guide to Participating in the Mifflin County Housing Rehabilitation Program (April 2026)