



Request for Qualifications (RFQ) for Home Inspection Services

November 22, 2023

Contact:

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SUBMITTAL DEADLINE

The City of Ketchum, Idaho will accept responses electronically at tdonat@ketchumidaho.org until **December 31, 2023, 5:00 p.m. MST.**

QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Trent Donat at tdonat@ketchumidaho.org. Respondents should refrain from approaching other City of Ketchum staff or elected officials. The City is interested in establishing a fair and transparent selection process where respondents have equal access to all the information about the project.

I. INVITATION TO SUBMIT QUALIFICATIONS

Copies of the RFQ can be found on <https://www.ketchumidaho.org/rfps>

Electronic responses shall be submitted via email to Tdonat@ketchumidaho.org. The City will respond to any questions of a substantive nature via an addendum to this RFQ. All addenda will be posted to the City's website and distributed to known holders of the RFQ.

The City reserves the right to reject any and all responses or any part thereof, to waive any formalities or informalities and further, to select the most responsive and responsible respondents, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the response deadline.

II. BACKGROUND / DESCRIPTION

The City of Ketchum's Housing Department is requesting qualifications of local home inspectors to establish a pre-qualified list of up to three (3) home inspectors that can provide residential inspection services to the Housing Department and the Blaine County Housing Authority (BCHA). Once established, the City and BCHA may select from time to time as the need arises, one or more inspectors from the pre-qualified list to provide services. The list will remain in effect until the City decides to

terminate it or offer a new RFQ. Inclusion on a pre-qualified list does not represent or guarantee that a firm or inspector will receive any contract for inspection services during the effectiveness of the list.

The City of Ketchum’s Housing Department is initiating a pilot Ownership and Preservation Program, modeled on similar programs in Breckenridge, CO, Jackson, WY and other mountain resort communities. The purpose of the program is to incentivize new and existing residents to place deed restrictions on their property in exchange for financial incentives from the City, in order to promote year-round residency and homeownership opportunities for locals. Deed restrictions stay with the home and are renewed whenever it transacts, ensuring that the property is limited to occupancy and ownership by Blaine County workers and residents into the future.

The Housing Department will utilize a home inspection report to evaluate the status of homes submitted for consideration in the program and whether there are any concerns about investing funds in a deed-restriction for that home. A home inspection will be ordered by the Housing Department after initial review of an application determines that the applicant and home qualify for the Ownership and Preservation Program. If the home inspection report raises issues with the property, the Housing Department will use the report to discuss options to proceed with the applicant.

In addition to the City’s Ownership and Preservation Program, the Housing Department and/or BCHA may request additional home inspection services for properties in community housing programs and the Blaine County Housing Authority’s deed-restricted housing portfolio, and in evaluation of properties being considered for purchase.

III. PRELIMINARY PROJECT SCHEDULE

The City anticipates the following schedule:

Milestone	Date
Posting on City of Ketchum’s Website	November 17, 2023
Response Due Date	December 31, 2023
Announcement of Pre-qualified List	January 9, 2024

IV. SCOPE OF SERVICES

For the Ownership and Preservation Program, the home inspections will be limited to detached single-family homes, townhomes, and condominiums located within the City of Ketchum. Multifamily rental properties and commercial properties, as well as properties located outside of the City of Ketchum limits, are not currently eligible for the Ownership and Preservation Program but might be in the future. The inspector shall prepare a standard home inspection report in accordance with industry standards. The inspection report shall also specifically highlight health and safety issues and any immediately necessary maintenance or repairs.

The Housing Department also requests that inspectors test for radon and provide the results and analysis as part of the inspection report. The inspection report shall note any recommendations for additional testing, e.g. mold.

The inspectors/inspection firms selected for the pre-qualified list should be able to inspect and deliver

an inspection report, on an as needed basis for the Ownership and Preservation Program, within 10 business days of request from the City.

Separate from the Ownership and Preservation Program, additional requests from the Housing Department or BCHA may include a variety of properties located throughout Blaine County, Idaho.

V. EVALUATION CRITERIA

Responses will be evaluated according to the following criteria:

- Relevant experience of each of the members of the inspection firm who would be responsible for the inspection and report and a description of their qualifications.
 - o Preference for at least 3 years of experience inspecting private, residential property in Blaine County, Idaho.
- Quality of sample inspection reports
- Qualifications and references

VI. RESPONSE FORMAT

Responses shall be organized and contain the following information.

- Inspector/Inspection Firm information
 - o Provide a summary of company, including information on members who would be responsible for inspections.
 - o Any relevant certifications and/or memberships
- Description of relevant experience of company and team members in Blaine County, Idaho
 - o Describe experience inspecting residential property
 - o Describe any public sector experience and/or experience in affordable or community housing. Such experience is of interest but not required.
- Examples of Home Inspection Reports (2)
 - o Provide two examples of inspection reports completed in the last five years (with identifying information removed) for 1) a condominium or townhome and 2) a detached single-family home.
- References (maximum of 3)
 - o References with or for whom the inspector or key members of the inspection firm has worked on a residential home inspection in the last five (5) years. These may include but are not limited to a home buyer, seller, real estate agent, or mortgage lender.
- Fee Schedule. Rates will not be used as criteria for evaluation.
 - o Fees should be outlined with the costs for the services including:
 - A per property rate or per square foot rate for a standard home inspection and report
 - A per property rate or per square foot rate for radon testing and reporting
 - Any additional reimbursable expenses
- Proof of insurance