



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

## **Housing & Community Development**

**Request for Proposal 320-221225FD**

**Housing Rehab Assessments – FY26 Urgent Repair Program &  
Housing Repair Program**

**Date of Issue: 1/09/2026**

**Proposal Opening Date: 1/27/2026**

**at 2:00 PM ET**

**Direct all inquiries concerning this RFP to:**

Fantashia Dickens, Purchasing Associate III

Email: [Fantashia.dickens@rockymountnc.gov](mailto:Fantashia.dickens@rockymountnc.gov)

Phone: 252-972-1352



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## **Request for Proposal 320-221225FD**

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

**ID Number:**

\_\_\_\_\_

Federal ID Number or Social Security Number

\_\_\_\_\_

Vendor Name

***“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”***

**CITY OF ROCKY MOUNT**  
***Housing & Community Development***

**Refer ALL Inquiries regarding this RFP to:**  
**Fantashia Dickens**  
**Purchasing Associate III**

**Request for Proposal # 320-221225FD**

**Proposals will be due: 01/27/2026 2:00 PM EST**

**Contract Type: Service**

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its subcontractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.**

<b>COMPLETE/FORMAL NAME OF VENDOR:</b>		
<b>STREET ADDRESS:</b>	<b>P.O. BOX:</b>	<b>ZIP:</b>
<b>CITY &amp; STATE &amp; ZIP:</b>	<b>TELEPHONE NUMBER:</b>	<b>TOLL FREE TEL. NO:</b>
<b>PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):</b>		
<b>PRINT NAME &amp; TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:</b>	<b>FAX NUMBER:</b>	
<b>VENDOR'S AUTHORIZED SIGNATURE*:</b>	<b>DATE:</b>	<b>EMAIL:</b>

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here:   days.

**ACCEPTANCE OF PROPOSAL**

If any or all parts of this proposal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**FOR CITY USE ONLY:** Offer accept, and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ as indicated on the attached certification, by \_\_\_\_\_ Purchasing Manager.

**PRE-AUDIT:** This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

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## 1.0 PURPOSE AND BACKGROUND

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The Department of Housing & Community Development wishes to contract with a contractor, a rehab and building inspection company, to provide rehabilitation need assessments, written construction estimates including required materials, and project monitoring for the City's Housing Repair Program.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

### Program Information

The mission of the Housing and Community Development Department is to boost housing supply, improve housing choice, advance housing affordability, and restore vibrancy to all Rocky Mount neighborhoods. This project is supported through the **Biennium Appropriation of the North Carolina General Assembly State Grant**.

### Housing Repair Program:

Also, the City of Rocky Mount is offering a grant for up to \$20,000 for homeowners to have eligible repairs to their homes that are at least forty (40) years old.

Eligible repairs include energy efficiency improvements (i.e., replacement windows and doors), system upgrades (i.e., plumbing, electrical, and HVAC), roof repair and/or replacement, water heater replacement, lead, mold, or asbestos abatement, and accessibility features for entering and exiting the home.

The Housing Repair Program is funded by the state grant allocation. The City plans to complete up to 5 homes.

### Urgent Repair Program:

The City of Rocky Mount is offering up to \$20,000 in funding to assist with the rehabilitation of deteriorated homes that are owned and occupied by very low-income households. The goals of the Urgent Repair Program are:

- To alleviate housing conditions that pose an imminent threat to the life or safety of very low-income homeowners with special needs; and
- To provide accessibility modifications and other repairs necessary to prevent displacement of very low-income homeowners with special needs, such as the frail elderly and persons with disabilities

Eligible repairs include the flooring system, system upgrades (i.e., plumbing, electrical, and HVAC), roof repair and/or replacement, lead, mold, or asbestos abatement, and accessibility features for entering and exiting the home.

The North Carolina Housing Trust Fund and state grant allocations fund the Urgent Repair Program. The City plans to complete up to 15 homes.

## 2.0 GENERAL INFORMATION

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### 2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

### 2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the City's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If

the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendor’s instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor’s offer, at the City’s election.

### 2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Thursday, January 9, 2026
Submit Written Questions	Vendor	Wednesday, January 14, 2026
Provide Response to Questions	City	Tuesday, January 20, 2026
Submit Proposals	Vendor	Tuesday, January 27, 2026, 2:00 PM

### 2.4 PROPOSAL QUESTIONS

**Purpose:** Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [fantashia.dickens@rockymountnc.gov](mailto:fantashia.dickens@rockymountnc.gov) by the date and time specified above. Vendors should enter “RFP # 320-221225FD: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum on the City of Rocky Mount Purchasing webpage <https://www.rockymountnc.gov/Bids.aspx>, and/or the North Carolina’s Electronic Vendor Portal (eVP), <https://evp.nc.gov/solicitations/>, and shall become an Addendum to this RFP. No information, instruction, or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

### 2.5 EMAILING OR MAILING INSTRUCTIONS

**Instructions:** Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
<b>PROPOSAL NUMBER: 320-221225FD</b> <b>Attn: Fantashia Dickens, Purchasing Associate III</b> <b>City of Rocky Mount</b> <b>PO BOX 1180</b> <b>Rocky Mount, NC 27802</b>	<b>PROPOSAL NUMBER: 320-221225FD</b> <b>Attn: Fantashia Dickens, Purchasing Associate III</b> <b>City of Rocky Mount</b> <b>331 S. Franklin Street</b> <b>Rocky Mount, NC 27804</b>

Vendors shall deliver either **one (1) signed electronic emailed copy** to [fantashia.dickens@rockymountnc.gov](mailto:fantashia.dickens@rockymountnc.gov) or one **(1) signed original executed proposal** to the address identified in the table in this Section. Address the package and insert the proposal number as shown in the table above.

Proposal number shall be marked on the outside of the sealed envelope with the Vendor’s name and date and time of opening.

**IMPORTANT NOTE:** It is the responsibility of the Vendor to have the signed proposal physically in this Office by the specified time and date proposals are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each proposal when received, and any proposal received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier, or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal.

If the proposal is hand-delivered, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building, accompanied by a city employee.

**This informal RFP does not require a public opening of bids.**

## 2.6 AUTHORIZED SIGNATURE REQUIREMENT

All proposals, bids, or other offers must be signed by an individual authorized to bind the firm contractually. The City reserves the right to request documentation showing evidence of signatory authority (e.g., corporate resolution, operating agreement, power of attorney, or other verification). Failure to provide such documentation upon request may result in disqualification of the offer or rejection of the executed contract.

## 2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

f) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

### 2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.
- c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- d) **RFP:** Request for Proposal
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

## 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

### 3.1 METHOD OF AWARD

This procurement is conducted as a **Request for Proposals (RFP)** for professional services in accordance with applicable **North Carolina procurement law, City of Rocky Mount procurement policies, and North Carolina Housing Finance Agency (NCHFA) program requirements**, including those governing the Housing Repair Program and Urgent Repair Program.

Award of a Contract, if any, shall be made to the **responsible Vendor whose proposal is determined to be the most advantageous to the City**, taking into consideration the evaluation criteria set forth in this RFP. Evaluation factors may include, but are not limited to, the Vendor’s qualifications, experience, technical approach, demonstrated understanding of applicable housing programs, past performance, and cost.

The City may conduct evaluations, request clarifications, and engage in discussions or negotiations with one or more Vendors determined to be reasonably susceptible of being selected for award. The City is not required to award a Contract to the Vendor submitting the lowest-priced proposal.

The City intends to award a Contract to a single Vendor; however, the City reserves the right, in its sole discretion and if deemed to be in the City’s best interest and consistent with program requirements, to:

- Make no award;
- Make multiple awards;
- Make partial awards;
- Cancel this RFP in whole or in part; or
- Re-solicit the Services.

The award is subject to the availability of funding and final approval by the City and any required oversight agencies.

All awards shall comply with applicable **NCHFA guidelines, state funding requirements, and City policies**.

Criteria	Description	Max Points
<b>Technical Approach &amp; Understanding of Program Requirements</b>	Demonstrated understanding of the Housing Repair Program and Urgent Repair Program requirements; clarity, completeness, and feasibility of the proposed	25

	methodology for inspections, cost estimates, documentation, and project monitoring.	
<b>Experience &amp; Qualifications of Firm and Personnel</b>	Relevant experience performing housing rehabilitation assessments, construction cost estimating, and project monitoring for state- or federally-funded housing programs (including NCHFA, URP, CDBG, or similar). Qualifications of key personnel assigned to the project.	25
<b>Past Performance &amp; References</b>	Quality of past performance on similar projects, timeliness, compliance with program requirements, responsiveness, and references from local governments or housing agencies.	25
<b>Pricing &amp; Cost Reasonableness</b>	Reasonableness, completeness, and competitiveness of proposed pricing in relation to the scope of services and program cost limitations.	20
<b>MWBE/ Section 3 Participation &amp; Compliance</b>	Participation by MWBE and/or Section 3 businesses or documented good-faith efforts where participation is not feasible.	5

The City reserves the right to request clarifications of proposals; however, proposals must be complete upon submission. Pricing may not be revised after the proposal due date. Award will be made to the responsible Vendor whose proposal is determined to be the most advantageous to the City based on the evaluation criteria above.

**Local Preference Policy.** *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsive Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://www.rockymountnc.gov/DocumentCenter/View/578/Local-Preference-Policy-PDF>*

### 3.2 PROCUREMENT DEFENSIBILITY & COMPLIANCE

This Request for Proposals (RFP) is issued by the City of Rocky Mount for the procurement of professional services related to housing rehabilitation assessment, construction cost estimation, and project monitoring for programs funded in whole or in part by **North Carolina Housing Finance Agency (NCHFA) allocations**, including the Housing Repair Program and the Urgent Repair Program (URP).

#### Procurement Authority

This RFP is conducted in accordance with:

- Applicable provisions of **North Carolina General Statutes** governing public contracting and professional services;
- City of Rocky Mount procurement policies and procedures;
- **NCHFA program guidance** applicable to housing rehabilitation, Urgent Repair Program administration, and state-funded housing activities.

This solicitation is not an Invitation for Bids (IFB) and is **not governed by lowest-price-only award requirements**. Selection is based on a **qualifications-based, best-value determination**, consistent with NCHFA expectations for professional and technical services.

### Competitive Process

The City has structured this RFP to ensure:

- Open and fair competition;
- Clear evaluation criteria disclosed in advance;
- Documented evaluation and selection;
- Compliance with minority business participation and good faith effort requirements;
- Procurement practices consistent with audit and monitoring standards applicable to state-funded housing programs.
- **Evaluation and Award**

Proposals will be evaluated by an Evaluation Committee using the criteria and weighting identified in this RFP. The City may:

- Seek clarification of proposals;
- Request additional information;
- Conduct discussions or negotiations with one or more Vendors;
- Determine final pricing and scope through negotiation, if necessary.

Award, if made, shall be to the responsible Vendor whose proposal is determined to be **most advantageous to the City**, considering both qualitative and cost factors. The City reserves the right to reject any or all proposals when it is determined to be in the City's best interest or necessary to ensure compliance with program or funding requirements.

### Program Compliance

The successful Vendor shall be required to comply with all applicable:

- **NCHFA program requirements and guidance;**
- Housing Repair Program and Urgent Repair Program policies;
- Fair Housing, conflict of interest, E-Verify, and applicable state and local regulations.

Failure to comply with applicable program requirements at any point during contract performance may result in corrective action, suspension of work, or termination of the Contract.

### Funding and Oversight

Any Contract awarded as a result of this RFP is contingent upon:

- Availability of funding;
- Continued eligibility of the program;
- Compliance with monitoring, reporting, and audit requirements imposed by the City, NCHFA, or other oversight entities.

The City reserves the right to take any action necessary to protect the integrity of the procurement process and ensure compliance with applicable laws and funding requirements.

## 3.3 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, subcontractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department, issuing department, other government

department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City's discretion that the communication was harmless, that it was made without intent to influence, and that the best interest of the City would not be served by the disqualification. A Vendor's proposal may be disqualified if its subcontractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing department for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

### 3.4 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

## 4.0 REQUIREMENTS

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This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

- **Minimum Qualification**

The bidder must have a minimum of three (3) years of experience providing residential housing assessments, inspections, or similar services. The bidder must demonstrate the capability of carrying out all aspects of NC Housing Finance Agency-related activities and anticipated availability during the term of the project and experience with housing repair or rehabilitation programs funded by state or local sources, experience with the Community Development Block Grant (CDBG) Program and possess working knowledge of the North Carolina Residential Building Code and applicable housing program guidelines.

- **Licensing and Certifications**

The bidder shall possess all licenses and certifications required to legally perform the services proposed in the State of North Carolina. Documentation shall be provided within the proposal documentation. Applicable licenses and certifications may include, but are not limited to:

- North Carolina General Contractor License or North Carolina Licensed Home Inspector License, as applicable to the scope of services;
- EPA Lead-Safe Renovator Certification for inspections of homes constructed before 1978.

- RRP Certification- Renovation, Repair, Painting Certification
- **Program and Regulatory Compliance**  
The bidder shall comply with all applicable federal, state, and local laws, regulations, and program requirements, including but not limited to:
  - North Carolina Housing Finance Agency (NCHFA) program guidelines
  - Fair Housing Act requirements
  - E-Verify requirements
  - Conflict of interest regulations.
- **References**  
The bidder shall provide a minimum of two (2) references for similar services performed within the past three (3) to five (5) years, for North Carolina local governments, including NC Housing Finance Agency and Urgent Repair Program experience.

**4.1 CONTRACT TERMS**

All projects under this Agreement shall be fully completed no later than May 30, 2026. All properties shall have successfully passed all required inspections and obtained all applicable approvals by June 17, 2026. The Contractor shall ensure that all work is performed in accordance with applicable codes, regulations, and standards necessary to obtain inspection approval by the stated deadline.

**4.2 PRICING**

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges, handling, administrative, and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Pricing shall be reasonable, consistent with market conditions, and comply with all applicable **NCHFA program cost limitations**. No additional fees shall be permitted unless approved in writing by the municipality. Complete ATTACHMENT A: PRICING FORM and include in Proposal.

**4.3 INVOICES**

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Accounts Payable  
PO BOX 1180  
Rocky Mount, NC 27802  
or  
[acctpayable@rockymountnc.gov](mailto:acctpayable@rockymountnc.gov)

At a minimum, the following fields shall be included on all invoices:

**4.4 MINORITY BUSINESS PARTICIPATION**

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders, even MWBE/HUBs, to obtain the aspirational goal where subcontracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for proposals to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when proposals must be received.
- b) Copies of proposals or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of proposals received from all firms submitting proposals for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

**4.5 VENDOR EXPERIENCE**

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

**4.6 REFERENCES**

Vendors shall provide at least three (3) references for which your company has provided Services of a similar size and scope to that proposed herein. The City may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein, and the Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

<b>Optional:</b> City of Rocky Mount			

**4.7 BACKGROUND CHECKS**

Any personnel or agent of the Vendor performing Services under any contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the City.

**4.8 PERSONNEL**

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

**4.9 VENDOR’S REPRESENTATIONS**

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter into any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third-party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor’s proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

**5.0 SCOPE OF WORK**

**5.1 GENERAL SPECIFICATIONS**

The services to be performed pursuant to this Contract shall be those specified under the planning, pre-rehabilitation, and rehabilitation supervision phases below for the Housing Repair Program. The activities shall be performed in accordance with the provisions of this Contract and all attachments or supplements hereto. The Contractor shall

perform all services covered by this Contract in accordance with applicable federal, state, and local laws, ordinances, rules, and regulations.

The City may, from time to time, request changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, if mutually agreed upon by and between the city and the Contractor, shall be incorporated in written amendments to this Contract.

**HOUSING REPAIR PROGRAM ACTIVITIES:**

The Contractor will be responsible for performing a rehabilitation needs assessment and cost estimate for homeowner-requested corrective actions with follow-up monitoring until project completion in a manner satisfactory to the City. Projects will include the following activities:

Phase I – Planning phase:

- a. Perform one or more inspections of each residential home to document existing conditions;
- b. Prepare an existing and, if needed, a proposed floor plan of the house;
- c. Document existing conditions with photos;
- d. Request environmental testing for eligible homes.
  - 1. Lead testing (pre-1978 homes with repairs exceeding \$25,000)
  - 2. Environmental Reviews (Federal Funded Projects)
- e. Prepare a rehabilitation/construction work write-up, including results of inspection, recommended remediation tasks, and materials needed that meet the City's minimum housing code requirements, and a rehabilitation/construction cost estimate. At a minimum, the write-up should detail:
  - 1. Describe specific rehabilitation need(s);
  - 2. Prioritize need(s), if more than one; and
  - 3. Estimate the cost for labor and materials required for each need.
  - 4. Have the homeowner sign and date the work write-up
- f. Revise residential rehabilitation write-ups, if needed.

Phase II - Pre-Rehabilitation:

- a. Manage and attend pre-bid on-site meeting with qualified construction contractors. Qualified contractors are required to:
  - 1. Hold a contractor's license issued by the State of North Carolina;
  - 2. Not be listed on any local, state, or federal debarment list;
  - 3. Have a Unique Entity Identifier (UEI) number and be registered with the System for Award Management (SAM.gov); and
  - 4. Be Renovation, Repair, and Painting certified and must follow lead safe work practices to prevent lead contamination for work performed in homes built before 1978; and
- b. Answer any questions the bidders may have during the bidding process.

Phase III – Rehabilitation Supervision:

- a. Prior to the start of work, schedule a Preconstruction Conference with the homeowner and the contractor. Establish start and completion dates for the work to be performed at the conference.
- b. Provide the City with an executed "Notice to Proceed" before the start of rehabilitation;
- c. At least once before any payments to the contractor are dispersed or as often as deemed necessary, monitor the contractor onsite during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference), and in a timely manner. A minimum of two (2) onsite visits;
- d. Provide photos of completed work; and
- e. At project completion, perform final inspection, and ensure the following forms are executed:

1. Contractor's Release of Liens
2. Certificate of Final Inspection
3. Owner Certificate of Satisfaction

**URGENT REPAIR PROGRAM ACTIVITIES:**

Phase I – Planning phase:

- a. Perform one or more inspections of each residential home to document existing conditions;
- b. Prepare an existing and, if needed, a proposed floor plan of the house;
- c. Document existing conditions with photos;
- d. Prepare a rehabilitation/construction work write-up, including results of inspection, recommended remediation tasks, and materials needed that meet the City's minimum housing code requirements, and a rehabilitation/construction cost estimate. At a minimum, the write-up should detail:
  1. Describe specific rehabilitation need(s);
  2. Prioritize need(s), if more than one; and
  3. Estimate the cost for labor and materials required for each need.
  4. Have the homeowner sign and date the work write-up
- e. Revise residential rehabilitation write-ups, if needed.

Phase II - Pre-Rehabilitation:

- a. Manage and attend pre-bid on-site meeting with qualified construction contractors. Qualified contractors are required to:
  1. Hold a contractor's license issued by the State of North Carolina;
  2. Not be listed on any local, state, or federal debarment list;
  3. Have a Unique Entity Identifier (UEI) number and be registered with the System for Award Management (SAM.gov); and
  4. Be Renovation, Repair, and Painting certified and must follow lead safe work practices to prevent lead contamination for work performed in homes built before 1978; and
- b. Answer any questions the bidders may have during the bidding process.

Phase III – Rehabilitation Supervision:

- a. Before the start of work, schedule a Preconstruction Conference with the homeowner and the contractor. Establish start and completion dates for the work to be performed at the conference.
- b. Provide the City with an executed "Notice to Proceed" before the start of rehabilitation;
- c. At least once before any payments to the contractor are dispersed or as often as deemed necessary, monitor the contractor onsite during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference), and promptly. A minimum of two (2) onsite visits;
- d. Provide photos of completed work; and
- e. At project completion, perform final inspection, and ensure the following forms are executed:
  1. Contractor's Release of Liens
  2. Certificate of Final Inspection
  3. Owner Certificate of Satisfaction

**5.2 PROJECT ORGANIZATION**

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

### **5.3 ACCEPTANCE OF WORK**

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing, ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld, but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable, of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria, or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

### **5.4 LIQUIDATED DAMAGES**

The parties agree that calculation of actual damages resulting from failure to meet the following performance standards is extremely difficult, if not impossible, to calculate accurately, and the parties also agree that the compensation identified for such failures are a reasonable estimate of damages resulting from a failure to meet the performance standard described.

Notwithstanding any other provision herein, liquidated damages shall not be subject to a limitation on damages or limit of liability for damages that otherwise may be applicable to recoverable damages.

### **5.5 TRANSITION ASSISTANCE**

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, Vendor shall provide, at the option of the City, up to 3 months after such end date all such reasonable transition assistance requested by the City, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the City or its designees. If the City exercises this option, the Parties agree that such transition assistance shall be deemed to be governed by the terms and conditions of this Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The City shall pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

## **6.0 CONTRACT ADMINISTRATION**

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### **6.1 PROJECT MANAGER AND CUSTOMER SERVICE**

The Vendor shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract-related issues and issues concerning performance, progress review, scheduling and service.

### **6.2 DISPUTE RESOLUTION**

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

### **6.3 CONTRACT CHANGES**

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City and Vendor.

## 6.4 CITY'S RIGHTS AND OPTIONS

The City reserves the following rights, which may be exercised at the City's sole discretion:

- To supplement, amend, substitute or otherwise modify this RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Proposals submitted;
- To conduct investigations with respect to the qualifications and experience of each Service Provider;
- To waive any defect or irregularity in any Proposal received;
- To reject any or all Proposals;
- To share the Proposals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Proposals including but not limited to financial terms; and
- To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding

**ATTACHMENT A: PRICING**

The bidder proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the work described in these documents in full and complete in accordance with the scope of work, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

<b>Task</b>	<b>UOM</b>	<b>Unit Cost</b>	<b>QTY</b>	<b>Total Cost</b>
Phase I – Planning phase	Per Home	\$	20	\$
Phase II – Pre-Rehabilitation (10 homes per meeting)	Per meeting	\$	2	\$
Phase III – Rehabilitation Supervision	Per Home	\$	20	\$

<b>TOTAL BASE PROPOSAL</b>	<b>Dollars \$</b>
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**ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS**

Review Terms and Conditions: General at <https://www.rockymountnc.gov/316/Vendor-Registration>  
Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

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**ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION**

**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to questions a and b below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: [REDACTED]

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**NEW VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update your contact information, you may also complete the online vendor registration form. Once registration is complete, email a copy of your W9 and an E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Vendor-Registration>