

City of Troy, Kansas

Request for Qualifications and Proposals (RFQ/RFP) for Housing Quality Inspector

Project: 2025 Community Development Block Grant (CDBG) for Housing Rehabilitation

Introduction: The City of Troy, Kansas, is seeking qualifications and proposals from qualified individuals or firms to serve as a Housing Quality Inspector for its 2025 CDBG Housing Rehabilitation Program. The inspector will be responsible for ensuring compliance with CDBG standards and local building codes to elevate housing quality and safety in Troy.

Qualifications:

Qualified applicants must demonstrate:

- A minimum of 2-3 years of hands-on experience in construction, preferably in a supervisory role.
- Prior experience as a building inspector, especially within CDBG or similar housing rehabilitation programs.
- Proficiency in creating detailed work write-ups for project planning and compliance.
- Knowledge of lead-based paint (LBP) safe work practices.

Scope of Work and Responsibilities:

The Housing Quality Inspector will:

1. **Ensure Compliance:** Verify that the city complies with CDBG regulations and local housing codes.
2. **Conduct Inspections:** Perform all necessary inspections in alignment with the standards set by the grantee.
3. **Provide Work Write-Ups:** Create detailed work write-ups that specify the requirements to bring each home to an approved standard.
4. **Collaborate on LBP Safety:** Assist in protecting program participants by collaborating with the LBP risk assessor, program administrator, and contractors to identify LBP hazards and determine protective measures.
5. **Additional Duties:** Complete other duties as mutually agreed upon with the grantee.
6. **Monitor Interim Inspections:** During project inspections, ensure that lead-safe work practices are followed, that proper notifications are on-site, and document the number of workers on-site for city and program administrator review.

Submission Requirements:

Qualified candidates should submit the following:

- Cover letter outlining qualifications and interest in the project.
- Detailed résumé or firm profile.
- References from previous relevant work.
- Proposal for services, including approach and methodology for inspections.

- Proposed fee schedule.

Submission Instructions:

Please submit all materials in a sealed envelope clearly labeled as "Housing Quality Inspector Proposal – City of Troy CDBG 2025" to:

City of Troy

City Clerk's Office

Attention: Jim Richardson

137 Walnut Street

Troy, KS 66087

Or by email to: cityoftroy@yahoo.com

Submissions must be received by Friday, February 14, 2025, at 12:00 PM.

Selection Timeline:

The City of Troy will review and rank all submissions and make a selection decision during the regular city council meeting scheduled for Wednesday, February 19, 2025, at 6:00 PM at Troy City Hall, 137 Walnut Street, Troy, KS 66087. All applicants will be notified in writing of the decision no later than Wednesday February 26, 2025.

For more information, contact Garrett Nordstrom at 816.805.9183 or at garrett@govassistsvcs.com.