



**Proposal for Additional Services
Housing Rehabilitation Specialist
for Columbia County
Guardian Community Resource Management, Inc.**

**Date: February 22, 2022
Task Order #1**

This proposal is for professional consulting services for work known as:

Program delivery in the form of regular housing specialist services, including initial observation for program appropriateness, writing a scope of work, technical assistance as-needed during the income qualification and readiness process, developing bid documents, monitoring the work for payment, reviewing changes orders and reviewing any homeowner complaints or contract/homeowner disputes and recommending appropriate responses or actions for County approval.

The Consultant shall follow County Housing procedures and forms, as well as implement the County's CDBG housing rehab emergency services program. The Consultant shall report directly to the County staff Program Administrator (PA) and support the PA for any County decisions or agenda items that arise in addition to normal evaluation, bidding and observation of the housing rehab work for quality and program goals. This WO is in no way a substitute for County permitting or code compliance requirements and regular County staff performing those duties. Green improvements and hardening will be considered where feasible and program funds are available after all code, safety and housing quality matters are addressed. The Consultant shall recommend bid tabulations, change orders and payments, but the PA shall make all final decisions.

The work specified as follows:

Tasks:

- I. Initial observation of housing units for appropriateness for the program \$350
- II. Scope of Work Writing \$500
- III. Bidding development and coordination \$350
- IV. Construction contract signing, includes preparation of contract and DPL documents, change orders and recording of DPL documents \$250
- V. Observation and coordination with contractor and homeowner \$800
- VI. Coordinate and monitor payment \$250

Maps, data and other materials not readily available from the world-wide-web or email request from an appropriate agency, will be provided by the County.

Schedule: The Consultant shall establish the schedule for each unit for County approval after initial review of the case and unit, and if appropriate, recommend proceeding. Cases will be referred to the consultant's Housing Specialist by the PA for initial case monitoring/intake

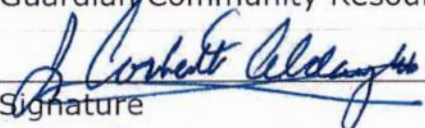
questions or review of a candidate unit for appropriateness, further processing. The work shall be by the task and billable on a monthly basis as tasks are completed and deliverables provided.

Compensation: Payment for said services is based on the Contract and deliverables outlined above and shall not exceed \$2,500/finished housing unit, or the amount for each task completed above for cases that do not get completed for reasons beyond the consultant's control. Payment shall be by the task and upon completion of the task and any deliverable, including email answers to questions or reports. Consultant payments are not conditioned on whether a case or unit is finished, e.g. if the homeowner withdraws or the case falls out for other unforeseen reasons, the homeowner and contractor cannot agree to contract and proceed, fraud is discovered the project is cancelled by the County, etc. Travel and reimbursable expenses are governed by the Housing CDBG Agreement.

Any changes made after the final approval will be considered additional and charged according to the County approved base Agreement between the County and the Consultant. No changes to this agreement shall take effect until after written approval by both parties.

Approved by:

Guardian Community Resource Management, Inc.

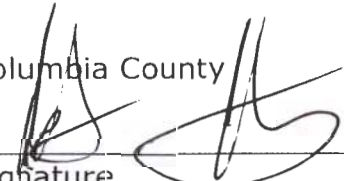

Signature

3/8/22

Date

J. Corbett Alday V.P.
Print Name and Title

Columbia County


Signature

03/17/2022

Date

Bobby Hollingsworth, Chairman
Print Name and Title