

Town of Adams
Housing Rehabilitation Specialist
RFP #24-009

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The Town of Adams, Massachusetts through its Community Development Department, is seeking a qualified individual or firm to provide housing rehabilitation consultation services for the Adams Housing Rehabilitation Program, funded under the FY22/23 Massachusetts Community Development Block Grant Program. The program provides assistance to low-to-moderate income homeowners and focuses on bringing the projects into compliance with the Massachusetts State Building, Sanitary, Plumbing, and Electrical Codes.

The selected housing rehabilitation specialist will assist the Town in the following tasks: reviewing program applications; preparing detailed work write-ups and accurate cost estimates for proposed renovations based on Town inspection reports consistent lead reports and with the Americans with Disabilities Act, requirements of the MA Historical Commission, and all other federal, state, and local laws and regulations; evaluating bids received; and providing construction supervision.

The Request for Proposals (RFP) is available from the Community Development Office, Adams Town Hall, 8 Park Street, Adams, MA 01220 beginning on May 8th, 2024 between the hours of 8:00 AM and 4:00 PM on Monday, Tuesday, and Thursday, 8:00 AM and 5:00 PM on Wednesday, and 8:00 AM and Noon on Friday. The RFP is also available via email by contacting jtarjick@town.adams.ma.us or calling 413-743-8300 x 127.

Submissions must be received in person or by mail to Adams Town Hall, 8 Park Street Adams, MA, 01220 Attn: Coby Tarjick, Community Development Program Manager no later than 4:00pm May 29, 2024. Submissions should be clearly marked "Housing Rehabilitation Specialist RFP #24-009".

All proposals will receive consideration without regard to race, creed, color, age, sex, religion, national origin or disability. The Town of Adams is an Affirmative Action/Equal Opportunity Employer.

The Town of Adams reserves the right to accept or reject any or all proposals, to waive any informalities, and make the award as may be deemed to be in the best interest of the Town.