

**REQUEST FOR PROPOSALS  
FOR COUNTY-WIDE  
HOUSING REHABILITATION PROGRAM  
PROFESSIONAL SERVICES**

The Worcester County Commissioners are requesting bids for professional services associated with grant applications for the rehabilitation or renovation of dwellings funded under the Community Development Block Grant and managed by the Worcester County Housing Rehabilitation Program. This program provides grant and loan funding to owner-occupied properties for general rehabilitation, septic and well installation, HVAC, and lead abatement services.

The following professional services are requested:

Residential Real Estate Appraisals  
Title Processing  
Residential Lead Inspections  
Residential Pest and Termite Inspections  
Radon Measurement

Worcester County's review process, selection criteria, and award and proposal format guidelines are also described in this Request for Proposals (RFP).

Proposal submission deadline is **Tuesday, March 9, 2026**. The County's Housing Program Coordinator and the Worcester County Commissioners will review Proposals. Two (2) copies of the Proposal must be received in the Worcester County Commissioners Office at the address shown below no later than **1:00 p.m. on Tuesday, March 9, 2026**. Envelopes shall be marked "County-Wide Housing Rehabilitation Program Professional Services" in the lower left-hand corner. Handwritten, email and facsimile transmissions, as well as proposals received after the deadline, will not be considered.

Address all submissions to:

Worcester County Commissioners Office  
Worcester County Government Center  
One W. Market Street, Room 1103  
Snow Hill, MD 21863

## BACKGROUND

The Worcester County Housing Rehabilitation Program was created in 1987 to provide low-to-moderate income homeowners with the means to rehabilitate their substandard housing structures throughout the County. The Program is designed to give priority consideration to disabled, extremely low income and/or over age 62 County residents as well as to those structures posing health or safety hazards. The Housing Rehabilitation Program is primarily funded by Community Development Block Grant monies, the State Special Loans Program.

## DUTIES AND STANDARDS

The duties and standards for each type of professional service are outlined in the attached addendums.

Addendum I – Residential Real Estate Appraisal Services

Addendum II – Title Processing Services

Addendum III – Residential Lead Inspection Services

Addendum IV – Residential Pest and Termite Inspection Services

Addendum V – Radon Measurement Services

## PROFILE FORMAT

The Profile shall consist of two separate parts comprised of a Qualification Form and Conflict of Interest Disclosure.

The Qualification Form shall be submitted with the following documents attached.

1. Copy of license for area of expertise (if applicable)
2. MD Letter of Good standing
3. Proof of liability insurance
4. A list of all services available on company letter head

The bidder may also include any other information he or she considers relevant to the request of qualifications; of especial interest is any past experience with Municipal, County, State or Federal housing rehabilitation programs and/or an example of a work write-up written by the bidder.

## SELECTION CRITERIA AND AWARD

### Basis of Award

The County Housing Program Coordinator and the Worcester County Commissioners will review proposals. The award of any contract as a result of this request will be based on an assessment of each proposal against three evaluation factors: 1) Experience and Credentials 2) Completion Times 3) Price.

### Source Selection Evaluation Priority

Worcester County will select the best offer based on Experience and Credentials, Completion Times and Price. These three factors are of equal importance.

### Award Without Discussions

The Worcester County Commissioners intend to evaluate proposals and award a contract without discussion with bidders. Therefore, the bidder's initial offer should contain the best terms from a price and completion time standpoint. However, the Worcester County Commissioners reserve the right to conduct discussions if during the review process this is deemed to be necessary.

### Evaluation Factors

The proposals will be evaluated by evaluation of three factors: Experience and Credentials, Completion Time, and Price.

**Experience and Credentials:** Experience and Credentials will be evaluated as a measure of Worcester County's confidence in the ability of the bidder to successfully perform the function based on comparable inspection and work write-up experience as well as any industry certifications or qualifications. To achieve this level of confidence, the County may employ the following approaches including: 1) Reviewing the past experience listed in the proposal; 2) Seeking additional performance information; to include requests for sample rehabilitation work write-ups; and 3) using data obtained from other relevant sources.

**Completion Times:** The satisfaction of this factor will be based upon the bidder's ability to provide the requested work product in a timely manner. Completion time is defined to be an estimate of time lapse between service request by County and delivery of requested service.

**Price:** Price will be assessed with regard to affordability, fairness and reasonableness.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
QUALIFICATION FORM**

Bidder Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_  
Federal I.D. or S.S.# \_\_\_\_\_

Insurance Company, Agent, & Coverages: \_\_\_\_\_  
\_\_\_\_\_

List of Company Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License Held: \_\_\_\_\_

**ATTACH A COPY OF LICENSE HELD**

Trade References (2) \_\_\_\_\_  
Name Phone \_\_\_\_\_

\_\_\_\_\_  
Name Phone \_\_\_\_\_

Client References (2) \_\_\_\_\_  
Name Phone \_\_\_\_\_

\_\_\_\_\_  
Name Phone \_\_\_\_\_

Is bidder in a State of Bankruptcy? \_\_\_\_ Yes \_\_\_\_ No

Is bidder on HUD's debarred list? \_\_\_\_ Yes \_\_\_\_ No

Is bidder any of the following? (not required to qualify)

\_\_\_\_\_ Minority Business Enterprise

\_\_\_\_\_ Women's Business Enterprise

\_\_\_\_\_ Disadvantaged Business Enterprise

\_\_\_\_\_ Section 3 Employer

## Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the CDBG, MAHT, or DHCD Special Loans and Grants Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request the State of Maryland Department of Housing and Community Development Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of \_\_\_\_\_? ☐ Yes ☐ No  
If yes, please identify: \_\_\_\_\_
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of \_\_\_\_\_? ☐ Yes ☐ No If yes, please identify: \_\_\_\_\_
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? ☐ Yes ☐ No  
If yes, please identify: \_\_\_\_\_

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

*\*For all non-construction contracts and for single family housing rehabilitation only  
9/2017*

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### For Grantee Use Only:

<b>Grant Number:</b>		<b>Date Received:</b>
<input type="checkbox"/> <b>Conflict of Interest does not exist</b>		<input type="checkbox"/> <b>Conflict of Interest exists</b>
<b>Date Sent to State:</b>	<input type="checkbox"/> <b>Waiver Granted</b>	<input type="checkbox"/> <b>Waiver Denied</b>

## **ADDENDUM I**

### **Residential Real Estate Appraisal Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Residential Real Estate Appraisal Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. The appraiser operates independently, supplying their own tools, equipment, and transportation, and is responsible for producing compliant, accurate, and well-supported appraisal reports. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

#### **Duties**

- Perform on-site inspections of residential single-family homes that will undergo renovation or replacement on an "as-needed" basis as requested by the County during the contract period.
- Measure improvements and document property condition, quality, layout, and features.
- Analyze market conditions and apply appropriate valuation approaches (primarily Sales Comparison, Cost and Income approaches when applicable), and note any assumptions made.
- Prepare and deliver complete appraisal reports to the Housing Rehabilitation Coordinator within agreed-upon turnaround times.
- Communicate professionally with the County for any questions.

#### **Standards**

- Active state-issued license or certification (Licensed Residential, Certified Residential or Certified General).
- Compliance with USPAP, applicable appraisal regulations, state licensing requirements and client/lender standards.
- Demonstrated experience with residential property appraisals.
- Maintain confidentiality of client and borrower information.

## **ADDENDUM II**

### **Title Processing Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Title Processing Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. This individual is responsible for managing residential real estate title files from opening through closing. This role requires independent judgment, strong attention to detail, and the ability to meet deadlines while ensuring compliance with state regulations and lender requirements. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

### **Duties**

- Open and manage title files for real estate transactions
- Order and review title searches, lien searches, payoffs, and municipal records
- Examine title commitments, surveys, and legal descriptions for accuracy
- Resolve title issues, liens, judgments, and other defects prior to closing
- Prepare title commitments, closing disclosures, settlement statements, and closing packages
- Coordinate with lenders, underwriters, real estate agents, attorneys, and clients
- Ensure all documents comply with state, federal, and underwriting guidelines
- Track file status and meet deadlines
- Maintain accurate electronic records and documentation
- Communicate proactively regarding file status and issues

### **Standards**

- Prior experience as a Title Processor or Real Estate Attorney (2+ years preferred)
- Strong knowledge of real estate transactions and title insurance processes
- Familiarity with local/state real estate laws and recording requirements

## **ADDENDUM III**

### **Residential Lead Inspection Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Residential Lead Inspection Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. Lead Inspectors are responsible for inspecting residential properties for lead-based paint hazards and lead contamination and preparing inspection reports. This role ensures homes comply with local, state, and federal regulations, helps protect occupants, and supports lead hazard reduction and remediation efforts. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

#### **Duties**

- Perform lead risk assessment during the initial property evaluation phase and provide a written lead risk assessment report to MDE standards on all homes constructed prior to 1978. Use approved testing methods and equipment (e.g., XRF analyzers, dust wipe sampling).
- Assess properties for compliance with EPA, HUD, and local lead safety regulations.
- Prepare accurate inspection reports, risk assessments, and documentation.
- Communicate written inspection findings clearly to homeowners and the Housing Rehabilitation Program Coordinator.
- Recommend corrective actions and lead hazard control measures.
- Maintain inspection records and ensure proper chain-of-custody for samples.
- Follow all safety protocols and wear required personal protective equipment (PPE).
- Stay current on lead regulations, inspection standards, and best practices.
- Coordinate inspections with housing program coordinator, contractors, and home owners as needed.
- Perform lead clearance testing on all projects that had lead risk reduction or abatement work performed. Provide copies of clearance report to Housing Rehabilitation Program Coordinator.

#### **Standards**

- Lead Inspector or Lead Risk Assessor certification (EPA or state-approved).
- Knowledge of lead-safe work practices and housing construction methods.
- Knowledge of lead hazard identification and control.
- Field-based work in residential homes.



## **ADDENDUM IV**

### **Residential Pest and Termite Inspection Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Residential Pest and Termite Inspection Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. The Inspector is responsible for inspecting residential properties for termite activity and other wood-destroying organisms. This role identifies infestations, assesses structural risk, and provides reports and recommendations to the Housing Rehabilitation Program Coordinator. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

### **Duties**

- Conduct thorough inspections of residential properties for pests, termites and other wood-destroying organisms, including crawl spaces, basements, attics, foundations, and exterior structures.
- Identify signs of infestation, damage, and conditions conducive to termite activity.
- Prepare detailed inspection reports and diagrams documenting findings.
- Explain inspection results and treatment options to homeowners and the Housing Rehabilitation Program Coordinator.
- Treats properties for pests, termites and other wood-destroying organisms as authorized by the Housing Rehabilitation Program Coordinator.

### **Standards**

- Comply with state regulations and company inspection standards
- State-required termite or pest control inspector license
- Knowledge of termite biology, behavior, and damage patterns preferred
- Strong attention to detail and observational skills
- Ability to recognize structural damage and risk factors
- Field-based residential work

## **ADDENDUM V**

### **Radon Measurement Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Radon Measurement Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. The individual is responsible for conducting residential radon measurements to ensure compliance with health, safety, and regulatory standards. This role involves installing and retrieving radon testing devices, maintaining accurate records, and communicating results to clients and stakeholders. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

### **Duties**

- Conduct short-term radon tests in residential properties within areas of the county identified as having a level of radon of 4 pCi/L or more, as identified on the Maryland Radon Measurements Map: <https://maps.health.maryland.gov/phpa/eh/radon/>.
- Install, monitor, retrieve, and maintain radon testing equipment according to approved protocols.
- Accurately document test locations, conditions, and chain-of-custody information.
- Analyze and submit radon test data to approved laboratories or reporting systems.
- Provide written reports that communicate testing procedures, findings, mitigation requirements and basic radon education to the Housing Rehabilitation Program Coordinator.

### **Standards**

- Certification as a Radon Measurement Technician (NRSB), Radon Measurement Specialist (NRSB), or Radon Measurement Professional (NRPP).
- Follow EPA, state, and industry guidelines for radon measurement and quality assurance.
- Basic understanding of environmental testing or building science (preferred).
- Knowledge of state and federal radon regulations.