

REQUEST FOR QUOTE (RFQ)

Homeowner Rehabilitation Inspector Services

Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) — Housing Rehabilitation / Reconstruction (HMR) Program

Issuing Grantee / Unit of General Local Government (UGLG): Village of Grass Lake

Issue Date: *September 1, 2026*

Response Deadline: *October 5, 2026*

Submit Responses To: Sabrina Edgar, Village Manager, s.edgar@villageofgrasslake.com

Estimated Number of Properties: 25

Anticipated Contract Term: *November 1, 2026* – February 28, 2028

1. Purpose and Background

The Village of Grass Lake ("Grantee") is seeking qualifications and quotes from qualified, experienced housing inspectors or inspection firms to provide on-site housing inspection services in support of its Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Housing Rehabilitation / Reconstruction (HMR) Program. The selected inspector will conduct whole house pre-inspections, prepare scope of work write-ups, provide cost estimates, and confirm scope of work through a final post-inspection.

2. Scope of Services / Expected Deliverables

2.1 Pre and Post Inspections

The selected inspector will perform a whole house pre-inspection and follow-up post-inspection of each property referred by the Grantee, including but not limited to the following deliverables:

- Use a standardized checklist ([HUD52580](#)) to inspect each housing unit for health and safety deficiencies and requested scope of work items for home rehabilitation.
- Document existing conditions of the property through written notes and photographs sufficient to support preparation of construction documents.
- Take a "before" photograph of the property (and each area of deficiency) and maintain it in the project file; a corresponding "after" photograph is required following completion of work.
- Submit all inspection notes, photographs, and completed checklists to the Grantee for inclusion in the project file.

2.2 Work Write-Ups and Cost Estimates

Following the initial inspection, the inspector will conduct a thorough inspection of the property to determine the type and cost of work necessary to bring the property into compliance with all applicable local and state building codes.

Deliverables under this task include:

- A completed work write-up and cost estimate listing all needed work items alongside an estimated dollar amount to complete each item.
- A scope of work that prioritizes critical health and safety items first, consistent with CDBG program requirements (CDBG does not require every deficiency to be addressed, but critical health and safety items must be prioritized).

2.3 Asbestos — Visual Inspection

A certified asbestos inspector accreditation is not required to perform the visual inspection described below. The visual inspection for potential asbestos-containing materials (ACM) is performed as part of the whole house inspection, not as a separate certified inspection:

- While completing the whole house inspection checklist and developing the scope of work, the inspector shall also visually examine proposed rehabilitation/reconstruction activities to determine whether they appear likely to disturb materials that may contain asbestos.
- If suspected ACM is present but will not be disturbed by the proposed scope of work, it is outside the scope of the visual inspection; this determination must still be documented in the inspection file.
- The inspector shall document the outcome of the asbestos visual inspection either way — i.e., note that a visual inspection took place, describe the finding and whether disturbance is anticipated.
- If the visual inspection identifies a potential for asbestos in materials that will be disturbed, the inspector shall notify the Grantee so the Grantee can engage a separately procured, certified asbestos testing company to test the property before work proceeds. (Certified asbestos inspectors/accreditation holders are listed by the Michigan Department of Labor and Economic Opportunity (LEO) at: <https://www.michigan.gov/leo/bureaus-agencies/miosha/divisions/construction-safety-and-health-division/asbestos-program/asbestos-accreditation>.)

3. Minimum Qualifications

Respondents should demonstrate the following minimum qualifications:

- Demonstrated experience conducting residential housing inspections, ideally in connection with CDBG, HOME, or other federally or state-funded housing rehabilitation programs.
- Working knowledge of applicable building codes (State of Michigan Building Code)
- Familiarity with lead-based paint and asbestos visual screening practices in a residential rehabilitation context (certification in these areas is not required for the visual inspection tasks described in Section 2.4, but is a plus).
- Ability to produce clear, itemized work write-ups and cost estimates suitable for construction bidding.
- (Desired but not required) Working knowledge of specific HUD Housing Quality Standards / rehabilitation guidelines.

4. Submission Requirements

Interested respondents should submit the following as part of their response to this RFQ:

- A statement of qualifications, including relevant project experience and references.
- Resumes or qualifications of the individual(s) who will perform the inspections.
- Proposed per home inspection cost

- Proof of insurance and any applicable licenses or certifications.

Responses must be received no later than *October 5, 2026 at 3pm to Sabrina Edgar, s.edgar@villageofgrasslake.com or in person at 119 N. Lake St., Grass Lake, MI 49240.*

5. Contract Terms

- Anticipated contract term: *November 1, 2026 through February 28, 2028*
- All work must comply with MSHDA CDBG program requirements, applicable federal regulations (24 CFR Part 570 and related HUD guidance), and all state and local codes referenced in Section 2.

6. Contact Information

Questions regarding this RFQ should be directed to:

Name: Sabrina Edgar

Title: Village Manager

Phone: 517-522-4550 Ext. 204

Email: s.edgar@villageofgrasslake.com