

REQUEST FOR PROPOSALS-BUILDING CONSTRUCTION SPECIALIST

RFP Issued: November 7, 2025

Responses Due: November 19, 2025, by 5:00 PM

Interviews: Week of December 1, 2025

Award Notification: December 11, 2025

Contract Start Date: December 17, 2025, on an as-needed basis

Contract Duration: Six months with the potential for renewal

Overview

The Lancaster County Housing and Redevelopment Authorities (LCHRA) works to promote community and economic development through the redevelopment of underutilized properties. The Lancaster County Redevelopment Authority is focused on planning and developing balanced mixed-use communities through the provision of funding and resources to create thriving, well-served neighborhoods, boroughs and municipalities.

To advance the work of LCHRA, we are seeking proposals from qualified individuals for a Building Construction Specialist, who will project manage small residential and commercial construction projects when those projects arise.

Scope of Work

The selected consultant will be responsible for the following on an as-needed basis:

- Performs initial inspections to identify deficiencies in housing in accordance with applicable program and municipal codes, standards and regulations.
- Prepares a detailed scope of work and project specifications/drawings to identify acceptable methods of correcting identified deficiencies in residential and commercial properties/buildings and prepares independent estimates.
- Participates in selection process for project partners (Architect, Engineer, Contractor, etc.) – reviews bid solicitation documents, reviews bids that are submitted, provides feedback on scope of work included in bid.
- Reviews contracts with project partners prior to execution.
- Reviews plans drawings specifications to provide interpretations; reviews and makes recommendations regarding contractor requests for change orders.
- Conducts inspection of construction/renovations projects for safety, compliance with contract documents, etc.

- Oversees the securing of appropriate permits, approvals, inspection certificates, and other construction-related documents by the contractor.
- Maintains communication with agency staff, architects, engineers, and community officials, as required.
- Makes recommendations to the supervisor regarding project related concerns.
- Responsible for documenting interviews with contractor's employees for compliance with Prevailing Wage and Federal Labor Standards Provisions.
- Attend departmental meetings.
- Attend project meetings, as needed.

Proposal Guidelines

Applicants must demonstrate the following:

- Thorough knowledge and understanding of the general construction and subcontract documents, drawings, and specifications.
- Must be willing to have a flexible schedule to accommodate the Agency's needs.
- At least four (4) years working in performing technical field inspections of construction projects.
- At least four (4) years of designing and reviewing specifications and plans. At least five (5) years of hands-on construction experience.
- At least two (2) years of managing construction related activities.
- Ability to communicate effectively, both orally and in writing, and to maintain effective working relationships.
- Knowledge of construction cost control and basic accounting procedures Self-motivated worker with strong time management capabilities.
- Experience with residential building inspection, multifamily experience preferred.
- General knowledge of building trades, construction practices, and design and performance of mechanical, sanitary and structural systems.
- Thorough knowledge and understanding of the general construction and subcontract documents, drawings, specifications, construction meanings, methods, and materials.
- Knowledge of applicable local, state, and federal regulations, fire and safety practices, property maintenance, and lead-based knowledge.
- Sound judgment and ability to make firm, impartial decisions; ability to develop creative solutions to on-the-job problems.
- Experience and knowledge of commercial building inspections.

Supporting Materials

- Resume of the individual proposed to be assigned this project.
- Professional References of past employers (at least three)

Submission Instructions

All proposals should be submitted electronically as a Word or PDF document.

Email proposal to: Beth Dreyer-DeGoede, Executive Administrative Assistant
bdegoede@lchra.com

Subject: Building Construction Specialist Proposal

Deadline: November 19, 2025, by 5:00 PM

Questions regarding this RFP can be emailed to Marisol Maldonado, mmaldonado@lchra.com

LCHRA reserves the right to accept or reject any or all proposals, to waive or modify any provisions of this RFP, and to select based on criteria other than cost. Issuance of this RFP does not obligate LCHRA to award a contract.