



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

---

## COMMUNITY DEVELOPMENT DIVISION

300 Sixth Street  
Rapid City, SD 57701

### MEMORANDUM

TO: Legal & Finance Committee

FROM: Barbara Garcia, Community Development Specialist

DATE: February 28, 2007

RE: Authorize Mayor and Finance Officer to sign an Agreement for Independent Contractor Services between Hayman and Associates and the City of Rapid City

Staff is seeking City Council approval of the Agreement for Independent Contractor Services between Hayman and Associates and the City of Rapid City and to authorize the Mayor and Finance Officer to sign the Agreement.

The City of Rapid City utilizes Community Development Block Grant funds to provide a home rehabilitation program, the Neighborhood Restoration Program, for eligible low income homeowners within the corporate limits of Rapid City. HUD guidelines, and the Neighborhood Restoration Program's Policy and Procedures, require that home inspections be done to identify the needed repairs, prioritize repairs and to establish the Scope of Work. An Inspector also performs escrow release inspections prior to payment of contractors.

Hayman and Associates' home inspection will include a standard home inspection evaluation of the home and its structural and mechanical systems, a summary of significant findings, and an itemized list of recommended repairs prioritized by required structural/basic house system repairs, health/safety related repairs, elective repairs, an estimation range of the repair costs, and an invoice for the inspection. The fee for the inspection will be \$250.00 and \$50.00 for re-inspection for release of funds for one to three returns trips to the property. Total expenditures for home inspections are less than \$7,500.

**Staff Recommendation: Approval of the Agreement for Independent Contractor Services between Hayman and Associates and the City of Rapid City and authorize the Mayor and Finance Officer to sign the Agreement.**



EQUAL OPPORTUNITY EMPLOYER